

This post is part funded through European Social Fund as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. The duration of this project is 1 July 2020 until 31 December 2023.

Post Title	Administrator - Project: Skills Guru
Contract	Project Term – 31 December 2023*
Hours	Full Time
Responsible to	ESF Project Manager
Salary	£18,950
Location	Newcastle
Job purpose	Carry out administration activities on ESF programmes, support the provision of our education programmes and internal day-to-day operations and work closely with the project manager.

*Possibility for extension subject to contracts

PRINCIPAL DUTIES

1	To work with the Project Manager to ensure all activity is compliant with ESF rules and regulations
2	Prepare employer & participant paperwork by compiling and sorting information; establishing entry priorities.
3	Input project participant data via compliance checked paperwork checking for eligibility and accuracy.
4	Accuracy of data and information relating to ESF project.
5	Collection, checking, monitoring and reporting of ESF enrolments and data to assist funding submission.
6	Ensuring completeness of compliance paperwork.
7	Ensure that appropriate security measures are taken to prevent unauthorised access to data, in accordance with the Data Protection Act
8	Liaise with colleagues to ensure timely completion and registration and certification.
9	Respond to student and colleague queries relating to ESF project.

MAIN DUTIES

1	Preparation and management of internal and external meetings, including venue booking, minute taking and attendance, where required.
2	Effective use of MIS systems to ensure accurate data input and reporting.
3	To liaise with colleagues to ensure timely registration and certification.
4	To systematically monitor and report on data, error checking and ESF submissions in line with ESFA timescales.
5	To produce a monthly report following data submission to inform senior managers of funding against contract values and data against targets.
6	To complete and maintain accurate records for all programmes.
7	To attend internal and external meetings as required
8	To research and develop new opportunities as required
9	To assist with marketing activities as required and attend events.
10	<i>Equality and Diversity</i> – actively support and implement the UCQ’s Equal Opportunities policies.
11	<i>Safeguarding</i> – work to promote and apply UCQ’s safeguarding and safer recruitment policies
12	<i>Health and Safety</i> – work in a safe and healthy way, in accordance with UCQ policies and procedures
13	<i>Information Security</i> – to abide by the UCQ Data & Privacy Policy and to ensure that the principles of information security are adhered to at all times
14	To participate in any internal/external <i>CPD</i> appropriate for the role and to ensure occupational updating and personal development.
15	To provide any other duties commensurate to the role.
16	To work in accordance with UCQ Core Values.

PERSON SPECIFICATION: Administrator	Essential (E) Desirable (D)	Assessed By: Application (A) Interview (I) Presentation (P) Task (T)
<u>Qualifications</u>		
Maths/English at level 2, or equivalent (i.e. GCSEs)	E	A I
Business Admin, or equivalent at level 3	E	A I
<u>Experience</u>		
General administration duties	E	A I
Data entry and verification	E	A I
Minute taking	E	A I
Working within the education sector	D	A I
Knowledge, skills and abilities:		
A high degree of motivation to succeed	E	A I
The ability to meet deadlines and standards.	E	A I
Keen attention to detail and the ability to record data as required with minimal error.	E	A I
Ability to establish effective working relationships with staff across UCQ, and external stakeholders	E	A I
Ability to use ICT effectively i.e. Microsoft Office applications including Excel, Word, calendars and Powerpoint.	E	A I
Flexibility, stamina and reliability to work under pressure and to meet project deadlines.	E	A I
Excellent interpersonal, communication and negotiation skills.	E	A I
Ability to work effectively both as part of a busy team and independently	E	A I
A proactive approach to Health and Safety matters wherever and whenever applicable.	E	A I

PERSON SPECIFICATION: Administrator	Essential (E) Desirable (D)	Assessed By: Application (A) Interview (I) Presentation (P) Task (T)
UCQ is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment therefore the candidate should have a clear understanding and commitment to Safeguarding.	E	A I
Other:		
Full UK Driving Licence and access to transport.	D	A

I acknowledge receipt of the above Job Description, detailing the duties and responsibilities of this post and confirm my acceptance of them.

Signature: **Date:**

Print name: