



JOB DESCRIPTION

Post:	ESF Project Team Administrator
Responsible to:	ESF Projects Delivery Manager
Salary:	Scale 2, Point 16 £19,322 per annum / pro rata Fixed Term until 31 December 2023 <u>This post is part-funded by the European Social Fund</u>
Conditions of Service:	Truro and Penwith College Conditions of Service
Main Purpose of Job:	<p>To support the Project team in the coordination and administration of participant engagement, events, and learning activities delivered under the auspices of the ESF funding.</p> <p>The prime responsibility will be to offer a professional, supportive service to all project participants and stakeholders.</p>
Specific Duties:	<p>To provide support for activities relating to ESF projects including: communicating with participant to arrange appointments, checking and recording participating data; implementing new processes in line with project developments; creation of reports as required; production of project paperwork as appropriate.</p> <p>This may include data collation, data entry, filing, photocopying and the use of Microsoft Outlook, Excel and Word.</p> <p>Managing quality outputs within the project (quality assurance and quality control).</p> <p>Monitoring activities and collating project data and paperwork</p> <p>Ensure participant data is recorded appropriately and that ESF compliance is adhered to.</p> <p>Support all activities and attend project events as required; Liaise with and support project participants and stakeholders.</p> <p>Support the Project Co-ordinators and Project Manager with project related administrative processes.</p>



Liaise with relevant departments and personnel within Truro and Penwith College, including the Business and Professional team, Finance and MIS.

Liaise with external agencies, including lead project partners and delivery partners as required.

Provide office cover across agreed contracted hours: responding to enquiries and visits from internal staff and external stakeholders and providing information where possible or referring the enquiry to relevant individuals or teams.

Respond flexibly to the varied requirements, which will inevitably emerge in the process of developing the projects and the scope of the department.



General Requirements:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



PERSON SPECIFICATION

ESF Project Team Administrator

Ideally, the person appointed will have the following skills and experience:

Essential

- Ability to plan, organise and work under pressure in a complex environment
- Self-motivated and personable – capable of working both as a team player and independently
- Experience of working to tight deadlines
- Experience of CRM systems or similar client management databases
- PC literate, including experience of using Microsoft Office applications and databases
- Experience of general secretarial and/or administrative work
- Good inter-personal and customer service skills when dealing with students, institutional staff and external stakeholders
- Professional telephone manner
- A willingness and flexibility to learn and to implement and operate new procedures effectively

Desirable

- Experience of working in a Project environment; preferably for European Structural and Investment Fund (ESIF) delivery.
- ECDL qualification or equivalent
- Level 3 qualification in Customer Service or Information, Advice and Guidance

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.