



JOB DESCRIPTION

- Post:** **ESF Project Administrator – SHINE (Skills Help for Individuals and New Enterprises)**
- Responsible to:** ESF Project Co-ordinator
- Salary:** **Full Time
Fixed Term to December 2021 to Cover Maternity
Scale 2, Point 16 (£18,253)
This post is funded by the European Social Fund**
- Conditions of Service:** Truro and Penwith College Conditions of Service.
- Main Purpose of Job:** To support the Project Team in the coordination and administration of participant activity delivered as part of the ESF SHINE (Skills Help for Individuals and New Enterprises) project. The prime responsibility will be to offer a professional, supportive service to all participating learners, enterprises, stakeholders, internal departments and the European Projects Team.
- Specific Duties:** To provide support for activities relating to the programme including:
- Communicating with participating learners and enterprises
 - Checking and recording data relating to enterprises and project beneficiaries
 - Implementing new processes in line with project developments
 - Creation of reports as required
 - Production of project paperwork as appropriate.
 - Supporting the production and promotion of marketing materials to publicise the ESF project to potential learners and businesses.

This may include data collation, data entry, filing, photocopying, liaison with colleagues, students and other organisations, using Excel, Access and Word applications and Microsoft Outlook.

All aspects of project administration as required by the ESF Project Co-ordinator, European Projects Manager, MIS Manager and Project Accountant. This will include the collection and collation of learning activity evidence for an externally funded project using paper based, Excel and database recording systems.

A considerable amount of data checking and entry using spreadsheets will be involved in processing information.



Managing quality outputs within the project (quality assurance & quality control).

Ensure participant data is recorded and stored appropriately and in adherence to ESF and GDPR regulations.

Support all activities and attend project events as required;

Support the ESF Project Coordinator with the development, implementation and review of specific administrative processes.

Liaise with relevant departments and personnel within Truro College and external agencies as required.

Provide office cover across agreed contracted hours: responding to enquiries and visits from internal staff and external stakeholders; provide 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 project and 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.

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.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



ESF Project Administrator SHINE (Skills Help for Individuals and New Enterprises)

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 in databases, spreadsheets and the Web
- Experience general secretarial and/or administrative work
- Ability to support the production and promotion of marketing materials
- Good interpersonal skills to work effectively with participating learners, businesses, internal colleagues and external stakeholders
- ECDL qualification or equivalent
- Professional telephone manner
- A willingness and flexibility to learn and then operate new procedures effectively

Desirable

- Experience of working in a project environment; preferably ESF or ERDF
- 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.