

## ROLE PROFILE

General Details	
<b>Job Title</b>	<b>VN195</b>
<b>Vacancy no.</b>	<b>Aspire to HE: National Collaborative Outreach Programme Administrator</b>
<b>Department</b>	<b>Services to Students and Marketing</b>
<b>Reporting to</b>	<b>Schools Liaison &amp; Aspire to HE Manager</b>
<b>Responsible for</b>	<b>N/A</b>
<b>Place of work</b>	<b>Haybridge Campus, Wellington</b>
<b>Tenure</b>	<b>Fixed Term until December 2018 in the first instance with the Potential to extend until 2020</b>
<b>Hours/FTE</b>	<b>Full Time – 37 hours per week</b>
<b>Salary</b>	<b>£18,600 - £20,529 per annum</b>
<b>Terms &amp; Conditions</b>	<b>Business Support</b>
<b>Closing Date</b>	<b>Monday 28 January 2018 at 09:00 a.m.</b>
<b>Interview Date</b>	<b>Monday 5 February 2018</b>

### **Mission:**

Where great futures begin and every learner matters.

### **The Role:**

To provide professional administration support to ensure the effective running and delivery of our HEFCE funded National Collaborative Outreach Programme (NCOP).

### **Main Duties and responsibilities:**

The successful applicant will be expected to:

- Act as first point of contact for internal and external project stakeholders, providing information where required.
- Support the team in the organisation and delivery of events and activities.
- Organise, support and take minutes at meetings and workshops.
- Maintain excellent contact with National Collaborative Outreach Programme (NCOP) project staff and provide support for reports and updates as required.
- Assist with the management of the NCOP budget and sourcing and raising purchase orders for services.
- Establish and maintain administrative processes to support the deliver, management and evaluation of the NCOP project including maintaining accurate records.
- Communicate effectively with all stakeholders including young people, parents/carers of participants, Aspire HR staff and other delivery partners to ensure the success of the project and support the participants into Higher Education.

### **Other Corporate Responsibilities:**

- Reflect the vision, mission, aims and values of the College.
- Always strive for continuous improvement in your professional practice and delivery of outcomes.
- Commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults.
- Participate in the College's Performance Development Review and engage in continuous professional development.

- Continually improve teaching, learning and assessment through proactive CPD and sharing best practise.
- Support enrolment procedures as appropriate and cover for absent colleagues as appropriate.
- Be compliant with Data Protection Act arrangements and confidentiality.
- Identify the financial, health and safety, equality, safeguarding, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
- Carry out such other duties as may reasonably be required from time to time.

*This role profile is current as the date shown. It is liable to variation to reflect changes in the role.*

## PERSON SPECIFICATION

### EVIDENCE KEY

<b>A</b> =	Application
<b>I</b> =	Interview
<b>R</b> =	References
<b>T</b> =	Test
<b>P</b> =	Presentation
<b>C</b> =	Certificate
Or a combination	

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
1. Excellent verbal communication and interpersonal skills, including the ability to work well within a team and adapt your communications style to suit a range of stakeholders	✓		A/I/T
2. Strong IT skills with the ability to effectively use all MS Office products, including working with databases and spreadsheets	✓		A/I/C
3. Highly developed organisations skills, with the ability to prioritise work and ensure deadlines are met	✓		A/I/T
4. Excellent written communications skills with the ability to write coherently and adapt style to engage stakeholders as well as evidence of a high degree of accuracy and attention to detail in your work	✓		A/I/T
5. Good numeracy skills with the ability to work with financial data and budgets	✓		A/I/C
6. Successful events management knowledge and experience	✓		A/I
7. A sound understanding of the widening participation agenda	✓		A/I
8. Strong administrative skills, including the ability to establish and maintain administrative processes	✓		A/I/C
9. A sound understanding of activity evaluation and monitoring including the ability to analyse qualitative and quantitative data, and report on the findings	✓		A/I/C/T
10. An understanding of and commitment to diversity and equality of opportunity	✓		A/I
11. Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others	✓		A/I
12. Level 2 qualification (GCSE A* - C, or equivalent) in maths and English or a willingness to attain these qualifications with the support of the College	✓		A/C

13. Willingness to work variable hours when necessary to meet the requirements of the post, to include some evening and weekend work	✓		A/I
14. Hold a full driving licence	✓		A/I
15. Knowledge and experience of the UK secondary, further and/or higher education systems (including knowledge of processes and procedures of the HE entry and progression routes		✓	A/I
16. Experience of purchasing and financial procedures		✓	A/I
17. Experience of servicing meetings		✓	A/I

### **ADDITIONAL INFORMATION**

#### **Conditions of Appointment**

All Appointments to the College are subject to:

- Verification of relevant qualifications
- Receipt of references considered suitable by the College
- Verification that you are legally permitted to work in the United Kingdom
- Disclosure & Barring Service (DBS) Checks

The College's policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

#### **Equality and Diversity**

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

#### **Safeguarding**

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

#### **Location**

The postholder will be required to carry out their duties on the College premises.

