

BORDERS COLLEGE

JOB DESCRIPTION

| | |
|------------------|---|
| Job Title | Developing the Young Workforce Programme Administrator Full-time Fixed Term Contract (31 Aug 19) Salary: £17,000 per annum pro rata Closing Date 23 January 2018 |
|------------------|---|

| | |
|--------------------|--------|
| Post Holder | Vacant |
|--------------------|--------|

| | |
|-----------------------|--|
| Accountable To | Developing the Young Workforce Industry Group Programme Manager |
|-----------------------|--|

| | |
|------------------------|--|
| Responsible For | Providing administrative support for the Developing the Young Workforce Programme Team. |
|------------------------|--|

| | |
|-------------------|--|
| Department | Borders Developing the Young Workforce Industry Group |
|-------------------|--|

| |
|--|
| Overall Purpose of Job |
| <p>Key role within an exciting and fast paced team to provide effective and efficient administrative support for the Developing the Young Workforce (DYW) Programme Team. This role requires the ability to act responsively and creatively to multiple requests from the Programme Team, support the provision of a professional service to local employers and undertake the delivery of external communications across a number of platforms.</p> |

| |
|--|
| Main Duties and Responsibilities |
| <p>General Administrative Support</p> <p>To undertake all relevant and appropriate administrative support to meet the needs of the DYW Programme Team</p> <p>Assist in the organisation and delivery of employer events and meetings</p> <p>Produce presentations using Powerpoint/Prezi</p> <p>Assist in the preparation of bi-monthly reports on DYW performance</p> <p>Through an online ordering system order office supplies and stationary</p> <p>To act as a minute secretary at meetings as necessary</p> <p>Liaison</p> <p>Act as a first point of contact for employers and stakeholders and ensure that enquiries are dealt with effectively - including proactively dealing with general telephone enquiries, and seeking confirmation of attendance at meetings/events etc</p> <p>Where required meet with stakeholders including young people, employers and</p> |

BORDERS COLLEGE

JOB DESCRIPTION

education

Communication

Promote the work of the Team via social media platforms including Facebook

Collate information for employer / individual case studies to use in marketing material or on social media

Co-ordinate the production of e-newsletters in consultation with other Team members

Employer Contact Database

Maintain accurate records of employer engagement activity through updating the Employer Contact database

Personal and Professional Development

Adopt flexible working methods which may include occasional evening or weekend work

Contribute to developing a positive team ethos with colleagues by displaying a positive 'can do', solutions orientated attitude towards all work practices

Develop and maintain quality standards appropriate to post

Develop and maintain professional standards and expertise by undertaking relevant professional development

Act as a positive ambassador of the DYW agenda

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

JOB DESCRIPTION
PERSON SPECIFICATION
DYWIG Programme Administrator

| QUALIFICATIONS | | Essential or Desirable |
|--|--|-------------------------------|
| Higher National Certificate level qualification in business related discipline or relevant experience at an equivalent level in industry | | D |
| Evidence of relevant CPD | | D |

| KNOWLEDGE | | Essential or Desirable |
|--|--|-------------------------------|
| Knowledge of Developing the Young Workforce Agenda | | E |

| EXPERIENCE | | Essential or Desirable |
|--|--|-------------------------------|
| Experience of effective contribution within a team | | E |
| Experience / track record in building and maintaining positive relationships | | E |
| Experience of working in the private sector | | D |
| Experience of minute taking | | D |

| INTERPERSONAL SKILLS & ABILITIES | | Essential or Desirable |
|---|--|-------------------------------|
| Ability to work on own initiative | | E |
| Excellent interpersonal and relationship building skills | | E |
| Proficient IT skills, specifically with MS Word, MS Excel, email and presentations | | E |
| Sound organisational skills and ability to work under pressure and deliver to tight deadlines | | E |
| Experience of creating/updating social media platforms | | E |

| OTHER ABILITIES/QUALITIES | | Essential or Desirable |
|--|--|-------------------------------|
| Strong work ethic | | E |
| Enthusiastic and self-motivated | | E |
| Flexible approach to working hours | | E |
| Ability to effectively deal with a range of stakeholders and manage expectations when required | | D |
| Valid UK driving licence with regular access to a car | | E |