

The Learning Partnership

FOR CORNWALL & THE ISLES OF SCILLY

Promoting Lifelong Learning

JOB DESCRIPTION

Job Title	Your Way Administrator (young people's projects)
Main purpose of the post	To support the Senior Contract Manager in the delivery of various young people's contracts held by The Learning Partnership for Cornwall and IOS Co Ltd
Accountability	Senior Contract Manager (Young People)
Supervisory responsibility	None
Working contacts	Primary: Senior Contract Manager; Headstart Project Manager and project partners Secondary: other company staff, project partners and funders
Main responsibilities	<ol style="list-style-type: none">1. Support the Contract Manager in the delivery of the projects.2. Liaison with Partners regarding submission of complete and accurate project data and financial claims3. Supervision of data entry and reconciliation of learner information onto Management Information System.4. Supervision of checking of project evidence and recording claims and performing internal audits of same.5. Text production and document presentation including preparation of reports on project and partner performance6. Arrangements and preparation for and support at meetings and events, including Partner workshops and participant training sessions.7. Any other duties as may reasonably be required.

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EMPLOYEE SPECIFICATION

POST: Administrator (Project)

ATTRIBUTES	REQUIREMENT
Experience	<ul style="list-style-type: none">• Experience of working in an administrative/supporting role in a general office environment which involved liaison with either external or out of department contacts.
Qualifications & Training	<ul style="list-style-type: none">• Literacy and numeracy at Level 2 or equivalent or Skills for Life qualification at Level 2 or equivalent*• Secretarial or administration qualification or similar at a minimum of Level 2*• ECDL or other qualification in use of various computer software packages (including Word, Excel, Access, Powerpoint)• Copy typing
Abilities/Skills/Knowledge	<ul style="list-style-type: none">• Strong communication including letter and email writing and a good telephone manner• Good team working skills*• Excellent customer service approach and confident in dealing with a wide variety of external contacts*• Competent use of Internet*• Demonstrable knowledge of office practices and procedures*
Disposition/Attitude/Motivation	<ul style="list-style-type: none">• Accuracy and attention to detail*• Persuasive and positive attitude and the ability to work on own initiative*• Organised and flexible approach to work in order to accommodate changing priorities of project work and reflect the nature of this supporting role*

Other Conditions

- The post holder will regularly be expected to represent the company at external meetings and events and an appropriate standard of presentation and grooming will be required.
- The post holder will be required to travel unaccompanied around the county to attend meetings with partners and other relevant contacts.

* = essential. All other attributes are desirable