

**JOB DESCRIPTION/PERSON
SPECIFICATION**

Job Title:	ESF Administration Co-ordinator
Responsible to:	Project Manager
Responsible for:	N/A

1.	Job Purpose:
1.1	To provide administrative support to the Workforce Skills Team and co-ordinate all administrative tasks for the Doncaster Learning Centre.

2.	Key Responsibilities:
2.1	To co-ordinate the day-to-day administrative duties in the Doncaster Learning Centre including reception, timetabling and attendance.
2.2	To ensure all delivery practices meet the requirements of both internal and external quality and compliance frameworks.
2.3	To provide an excellent service and contribution to the progression of unemployed individuals into work.
2.4	At all times, carry out the duties and responsibilities of the post in compliance with the companies Equal Opportunities and Health and Safety legislation.

3.	Specific Duties:
3.1	Provide training and support to team and partners (where applicable) on all administrative and compliance processes and systems.
3.2	To co-ordinate and administer enquiries, course bookings, timetabling, resources, Workforce Skills Trainers, hourly paid Trainers, external room hire and any other area of support for delivery.
3.3	To liaise with MIS, Quality and Compliance and Exams throughout the whole learner journey such as: course codes and curriculum mixes, learner enrolment, first compliance checks, inputting data,

timetabling, attendance registers, qualification registrations, achievements, tracking and other electronic and paper based tracking of learner data and destinations.

To promote a consistent, flexible and positive working environment within the team, partners and cross College departments.

To identify and implement continuous improvements to new and existing systems.

To implement and maintain an IT based tracking system that ensures that contracts and sub contract compliance is constantly monitored, and providing regular reports to management. Cross reference against MIS tracking systems (speed reports, enrolment reports).

To ensure that confidentiality, security and administration is in accordance with appropriate regulations. To provide an effective and efficient system of checking project delivery, activity meets audit requirements for delivery by the company and its funders.

To liaise with delivery staff and quality team and to arrange Internal and External verification visits.

To ensure auditable information held is complete and up to date, and support audit as and when required.

To deal with internal and external contacts, face to face, electronically or by telephone to ensure effective communication.

To resolve day-to-day issues promptly within the team when necessary.

Any other admin support duties as per business need.

To provide information, advice and guidance to learners, referral sources, JCP and employers, as appropriate.

To contribute to the self-assessment and quality improvement plan. Liaise with Project Manager to support data requirements/reports.

Liaise with various Awarding Organisations to investigate and resolve queries under direction of the Managers and Exams / MIS

Book rooms and times for paper based exams, on-line tests, meetings and reviews.

To apply the safeguarding policy and practices and attend training as requested.

To comply with all legislative and regulatory requirements.

To show a commitment to diversity, equal opportunities and anti-discriminatory practices. The postholder is expected to comply with and promote the Company's equal opportunities policy in all aspects of their duties and responsibilities.

To take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities.

To promote a positive image of the college and the work that is carried out across its various services.

To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

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4.	Budget Responsibility:
4.1	The post holder is required to ensure that the areas under their responsibility achieve budget on a monthly/ annual basis. The post holder will be required to observe and comply with the financial regulations of the Group at all times. (if no budget responsibility state "The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Group's purchasing and financial regulations.

5.	Continuing Professional Development:
5.1	The post holder will proactively take part in the Group Appraisal process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Group (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

6.	Health and Safety:
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> • To take reasonable care to safeguard their own safety and that of others with whom they work; • To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation. • Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. • To report immediately any defects in plant, equipment or the environment

7.	Equality and Diversity:
7.1	The Group is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Institute Groups' Equality policy as appropriate.

8.	Safeguarding Children and Vulnerable Adults:
8.1	The Group recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

9.	Group Policies and Procedures:
9.1	All staff are required to be aware of and comply with all Group Policies and Procedures which are accessed via the Virtual Learning Environment.

Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

Qualities	Specific Requirements	E	D
Qualifications and Training	<p>Level 2/GCSE English and Maths</p> <p>Level 2 Business Administration qualification or equivalent</p> <p>Must be competent with IT based systems including Microsoft and internal college programmes</p>	E E	D
Specialist Knowledge	<p>Experience of working with 19+ unemployed individuals</p> <p>Experience of liaising with Jobcentreplus and welfare to work organisations</p>	E E	
Experience	<p>Experience of Government funded programmes and SFA paperwork</p> <p>Awareness of audit and compliance requirements for 19+ SFA funded provision</p>	E	D
Skills and Attributes	<p>Excellent communication skills</p> <p>Ability to work as a team and under own initiative</p> <p>Ability to work to tight deadlines and targets</p> <p>Excellent record keeping skills</p> <p>Must be flexible regarding hours and location as some outreach travel may be required</p>	E E E E E	
Other	DBS check carried out on appointment	E	

Qualities identified and determined by:

E = Essential

D = Desirable