

## JOB DESCRIPTION

**Job Title:** Education and Skills Support Administrator - 37 hours

**Area:** GFirst LEP - The Education Team

**Reports To:** Senior Enterprise Coordinator

**Salary:** c£20,000 Dependant on Experience

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### Job Purpose/Key Role:

Working as part of the GFirst LEP organisation you will support the Education Team in engaging and connecting schools and colleges with business and industry across Gloucestershire. You will assist the team in the delivery of the Careers and Enterprise objectives and help to develop a dynamic Enterprise Adviser Network. You will also raise the employment aspirations of young people with disabilities or health conditions by providing them with the opportunity to take up a work awareness session with a local employer and providing the administrative support required to enable, record and report on this. This role will also support other GFirst LEP projects

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### Main Duties/Responsibilities/Accountabilities:

#### Administration

- Provide general administration including:
  - Arranging/co-ordinating meetings with internal and external stakeholders.
  - Taking and issuing meeting minutes and action points to all stakeholders.
  - Responding to enquiries received on line, by email, telephone or face to face.
  - Diary Management
  - General administrative duties
  - Other ad hoc duties as required

#### Education

Assist the team with:

- The organisation and delivery of all School programmes for the academic year; to include Practice Interviews, Young Entrepreneurs, work awareness activities and other sponsored programmes

- Provide support for work with partners including The Gloucestershire Employment and Skills Board, Gloucestershire County Council and education and training organisations
- Liaising with school contacts to book suitable dates for school programmes at suitable times of the academic year (no more than 3 in a week)
- Liaising with employers, schools and special schools to support, enable and record work awareness opportunities for young people, particularly those with disabilities or learning difficulties.
- Financial administration where necessary for school events; sending Confirmation of Orders and details for invoicing to point of contact
- Administration support for events in schools, as required – to include preparing resources needed for the day, booking facilitators and monitoring numbers of businesses expressing a willingness to help
- Liaising with schools and businesses, arranging venues, supplying the team with a list of attendees and their contact details, sorting any resources after the programme delivery and thanking the relevant business volunteers for their time
- Maintain an up to date schedule of reports due to funders (e.g. Careers and Enterprise Company (CEC)) and stakeholders (e.g. LEP leadership team and LEP Board) and ensure the appropriate person to prepare the report/s has advance warning of deadlines. Provide copies of reports to funders and stakeholders as required.
- Ensuring records held by the Education Team are maintained effectively and in ways that are compliant with relevant legislation (e.g. GDPR) and meet the needs of funders and stakeholders (e.g. Careers Enterprise Company).
- Assist in the preparation/commissioning of marketing and promotional materials that help promote the work of the Education Team to schools, special schools, colleges, businesses and other stakeholders. Assist in promoting the work of the Education Team through social media and other channels.
- Occasional support in planning for events, activities and projects
- Maintain information systems, including education and business databases, events lists, attendee lists as well as contribute to the School Interaction Database

### PERSON SPECIFICATION

<b>QUALIFICATIONS</b>	High level administrative skills
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<b>KNOWLEDGE</b>	<p>Essential - Confident working with Microsoft packages, the internet, and both web and management information systems</p> <p>Desirable - Knowledge of Gloucestershire schools and businesses</p>
<b>EXPERIENCE</b>	<p>Organisational ability. Experience of working within an educational setting, including working with young people with disabilities and/or learning difficulties an advantage but not essential</p>
<b>SKILLS – personal</b>	<p>Ability to work on own initiative, to be proactive in identifying and resolving issues and manage time/resources to meet objectives effectively.</p> <p>Excellent interpersonal and written and verbal communication skills.</p> <p>Organised and task-oriented</p> <p>An enthusiastic, supportive and committed team player</p>
<b>SKILLS – technical</b>	<p>Relevant IT technical skills</p>

**Key Relationships:**

**Internal**

- Education Team & Lead Commissioner - Employment & Skills
- GFirst LEP Office Manager

**External**

- Schools, Colleges, The Careers and Enterprise Company, Local Authority Partners, Business Contacts, GFirst Volunteer Network

**Decision Making Authority:**

- Day to day decisions of how best to manage ongoing tasks and workload to meet personal objectives and targets.

**Additional Information:**

- Occasional unsociable hours and travel.

**Equal Opportunities Statement:**



GFirst is an Equal Opportunities employer and seeks to ensure that all applicants are treated in a fair and non-discriminatory manner. Standardised recruitment processes are followed and all applications for posts are considered against pre-determined criteria relevant to the requirements of the post. Consistent with our Equal Opportunities Policy, the Company does not discriminate on any grounds including, but not limited to, race, ethnic origin, colour, sexual orientation, gender, marital status, disability, class, age, political belief, religion or belief.

#### **GDPR**

GFirst LEP takes the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

#### **Respect and Dignity at Work – ‘Improving Working Lives’**

GFirst is committed to equality of opportunity and diversity in the workplace; all managers and staff are responsible for ensuring that this is delivered in practice.

GFirst is equally committed to respect for other people and all managers and staff are expected to be clear of what is expected of them and for ensuring that they commit to this policy in their day-to-day working life.

GFirst will not tolerate any forms of bullying or harassment in the workplace. Everyone has a personal responsibility to seek to improve his/her own and colleagues' working lives to create a healthy and productive working environment.