



ADMINISTRATOR

Employment Basis:	Full-time
Salary:	£18,000-£25,000 per annum (dependent on experience)
Responsible to:	Janus Howard, Managing Director
Closing date for applications:	noon, Friday 10 th January 2020. Please complete and return your application by email to recruitment@digitalpeninsula.com . Curriculum Vitae will not be accepted, application forms only.

Digital Peninsula Network (DPN) has recently won substantial government and EU funded contracts to provide training and businesses support services throughout Cornwall and the South West. As a result DPN is expanding its team of dynamic and skilled staff.

ROLE DESCRIPTION

An exciting opportunity has arisen for a full time Administrator to join the team at Digital Peninsula Network Ltd, Penzance.

Job Purpose:

The post holder will be required to provide administrative project support to our portfolio of ESFA/ESF funded contracts.

Job Description:

1. You will be responsible for processing paperwork including funding paperwork as directed by your line manager.
2. You will assist in the preparations for project reporting, monitoring achievements against targets and providing statistical information to your line manager as required.
3. You will be responsible for maintaining an up to date learner database, reporting on progress and completions.
4. You will be responsible for ensuring all learner paperwork is accurate and complete and assist in the preparations for Audits as required.
5. You will draft case studies and reports as required by your line manager.
6. You will be responsible for the administration in relation to Apprenticeships. Ensuring that all learner paperwork is complete and that the apprenticeship programme is on schedule as agreed.

7. You will maintain excellent working relationships with Employers and Apprentices.
8. You will provide accurate and timely information, advice and guidance to applicants and other stakeholders, including but limited to general course content, entry requirements and preliminary evaluation of suitability.
9. You will assist with some events as required.
10. You will take part in Quality and Administrative meetings which take place regularly, preparing Agendas, drafting minutes and ensuring that actions are carried out in a timely manner.
11. You will be required to comply with all laid down policies and procedures.

Person Specification

Attributes	Essential requirements	Desirable requirements
Education and Qualifications	A good Standard of General Education	
	GCSE in Mathematics and English A-C or Equivalent	
Experience and Knowledge	Excellent record keeping skills	Experience of working in a senior administrative role within further or higher education environment
	Experience of providing first-class customer service	
	Experience of working on ESF or ESFA funded projects	Experience of completing Serco paperwork
	Experience of complying with policies, procedures and timescales	Experience of providing Information, Advice and Guidance to individuals and businesses
Aptitudes and Skills	Proven working knowledge of Microsoft Office, in particular Word, Excel & Outlook, and experience of working with a wide variety of computer packages	A full UK driving licence and the use of a vehicle would be an advantage but not essential
	Excellent interpersonal skills and ability to communicate effectively and confidentially, verbally and in writing	
	Ability to work under pressure, maintaining attention to detail and your ability to prioritise workload in a busy environment in order to meet deadlines	
	Ability to work independently and unsupervised as well as part of a team	
	Ability to build excellent working relationships with a diverse range of clients and colleagues	

Terms and Conditions

Hours of Work: Full-time, 37.5 hours per week.

Holiday Entitlement: 28 days per annum.

Pension: DPN offers all eligible employees to join the NEST workplace pension scheme.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

Qualifications: The successful candidate will be required to produce evidence of their qualifications upon joining DPN.

The successful applicant will be required to produce their passport or full birth certificate and any other 'Right to Work' information prior to starting work at DPN.

DPN is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

DPN is committed to ensuring a culture of valuing diversity and ensuring equality of opportunity.