



## JOB DESCRIPTION

<b>POST:</b>	ESF Project Administrator
<b>JOB LOCATION:</b>	The Lancashire Colleges (TLC) is based at Preston's College, St Vincent's Road, Preston, PR2 8UR  The successful candidate will have the option to work from home one day per week, subject to business needs
<b>HOURS:</b>	37.0 hours per week (1.0 FTE), flexitime
<b>CONTRACT:</b>	Fixed term to 31 July 2022
<b>SALARY:</b>	£18,300 per annum
<b>ANNUAL LEAVE:</b>	33 days plus Bank Holidays
<b>RESPONSIBLE TO:</b>	Director
<b>RESPONSIBLE FOR:</b>	No direct reports

### ***Please note that previous applicants need not apply***

This post is funded by the European Social Fund and the successful candidate will spend 100% of their time working on the ESF Supporting Technical Education in Lancashire project.

This post is open to both internal and external applicants. Internal applicants from TLC's member colleges (only) may apply for this position on a secondment basis with the permission of their current college line manager.

The successful candidate will be required to apply for appropriate disclosure through the Disclosure and Barring service.

### **About The Lancashire Colleges**

The Lancashire Colleges (TLC) is a membership organisation that has been working on behalf of the further education and sixth form colleges of Lancashire for over 20 years. Collectively we and our member colleges are committed to delivering high-quality education and skills provision to promote economic growth and social cohesion within our local communities. TLC's small executive team supports its member colleges to provide the highest quality of further and higher education in Lancashire including through the delivery of externally-funded projects. For further information please see [www.tlc.ac.uk](http://www.tlc.ac.uk).

## **Role purpose**

TLC is looking to recruit an experienced and motivated Project Administrator to play a key role in the effective administration of the Supporting Technical Education in Lancashire (STELa) project which is funded via the European Social Fund (ESF). The project is being managed by TLC on behalf of five of its member colleges and will operate from 1 April 2021 to 31 July 2022. As well as being an experienced administrator, the successful candidate must possess excellent communication, organisation and IT skills and be able to work to deadlines and on their own initiative. They will be part of a small team and expected to work in a flexible, proactive manner to support the successful management and delivery of the STELa project.

## **Key responsibilities**

- To provide administrative support to ensure the effective management and delivery of the STELa project including:
  - establishing and maintaining effective project administration systems that meet ESF requirements;
  - checking claims submitted by college partners, ensuring they are accurate, compliant and supported by the necessary evidence to demonstrate costs incurred and outputs achieved;
  - undertaking visits to college partners to verify claims evidence and ensure that a full audit trail is in place;
  - liaising with and providing advice and guidance to college partners, helping them to follow agreed procedures, ensure claims are accurate and complete, and prepare for monitoring and audit visits.
  - maintaining accurate data and other records related to the project, analysing data as required in order to prepare claims and reports as required by the Managing Authority, project Steering Group and TLC's Board;
  - compiling project claims ready for submission to the Managing Authority;
- To organise and facilitate project meetings and help to organise events.
- To professionally handle telephone and email queries regarding the project from college partners and third parties, liaising with colleagues as required.
- To ensure all documents and sensitive information is held in accordance with GDPR and ESF project document retention policies.
- To comply with TLC's Policies and Procedures e.g. Financial Regulations, Code of Conduct, Health and Safety and Equality and Diversity Policies and undertaking related training as and when required by TLC's Director.
- To recognise their own strengths and areas of expertise and use these to support others as well as identifying areas for self-improvement and opportunities to support continuous professional development.
- To act with honesty and integrity, behaving and dressing professionally at all times as a representative of TLC and its member colleges, setting a positive example to others.
- To carry out such additional project-related duties as are determined necessary by TLC's Director.

## PERSON SPECIFICATION

*TLC is committed to ensuring equal rights and opportunities for all including in our recruitment practices. The selection of candidates for interview will be based on the extent to which each applicant's skills, knowledge and experience fits with the person specification given below using only the information contained within the CV and covering letter submitted by the individual.*

<b>ESSENTIAL CRITERIA</b>	<b>ASSESSED BY</b>
Minimum 2 years' experience in an administration role	Application and Interview
A demonstrable attention to detail, experience of maintaining and checking the accuracy of documents and records	Application and Interview
Excellent interpersonal and professional communication skills, confident in working with individuals at all levels	Application and Interview
Self-motivated and proactive, skilled at planning and organising own workload to meet deadlines with minimum supervision	Application and Interview
Ability to rapidly learn new processes, systems and requirements in order to work with minimum supervision	Application and Interview
Good working knowledge of Microsoft software, including Word, Excel, Powerpoint and Teams	Application
Level 2 English and Mathematics qualifications (minimum GCSE grade C / 4 or equivalent)	Application
Willingness and ability to travel within and occasionally outside of Lancashire	Application
A commitment to complying with TLC's Policies and Procedures including GDPR, Safeguarding, Health and Safety and Equality & Diversity	Application
<b>DESIRABLE CRITERIA</b>	<b>ASSESSED BY</b>
Experience of preparing claims for European Funding	Application
Experience of reviewing project documentation to ensure compliance with funding/contract regulations	Application and interview
An understanding of payroll administration	Application
Experience of taking notes or minutes at meetings	Application

## **ESF Supporting Technical Education in Lancashire (STELa) Project Summary**

### **Introduction**

STELa is a c£1.35m project which is being supported by c£0.8m from the European Social Fund through the 2014-20 England European and Structural Investment Funds Programme. The project will start on 1 April 2021 and conclude by 31 July 2022, it will support c400 small and medium sized enterprises (SMEs) across Lancashire. Our objective is to increase the level of engagement of Lancashire's SMEs in Technical Education through the provision of industrial placements and other work experience opportunities to students as well as by working with colleges to inform the development of the curriculum ensuring it meets skills needs.

STELa is being delivered by a partnership of five of Lancashire's colleges, led by The Lancashire Colleges Ltd. The colleges are Blackburn College, Blackpool and The Fylde College, Lancaster and Morecambe College, Myerscough College and Preston's College, providing coverage across the Lancashire Local Enterprise Partnership area.

### **Aims**

We aim to support c400 SMEs, engaging them directly and through working with key intermediary organisations. We will work with SMEs to:

- better understand their workforce and skills needs and the potential opportunities for industry placements and other work experience opportunities;
- promote the benefits of greater engagement in the education and skills system be that through offering placement opportunities or influencing curriculum content;
- increase the volume and variety of industry placements and other work experience opportunities available for college students;
- develop and trial innovative placement and work experience models which may be more attractive or practical for the SME's individual circumstances or appropriate to a student's needs;
- support them before, during and after placements take place to ensure they are meaningful and add value for both the SME and the student as well as being safe and compliant. The support provided to each SME will be bespoke according to their needs and the number and type of placements they are able to provide, it is likely to include;
  - helping them to identify a workplace mentor(s) and/or line manager (s) for each placement student and outline to those individuals their role and responsibilities in respect of the student(s) ensuring they are confident in their role and will provide the support required;
  - undertaking health and safety checks and other risk assessment to ensure that the SME offers a safe environment for our students;
  - helping them to select the best-fitting students for their placement(s);
  - regularly checking-in with the SME and mentor(s)/line manager(s), helping to resolve any concerns or queries throughout the placements;
- design and develop the content of the technical education curriculum through involvement in advisory and focus groups, helping to ensure it meets their current and emerging skills needs;
- design engaging and practical ways to involve them in curriculum delivery e.g. through offering masterclasses or project-based learning opportunities to students;
- refer them to alternative sources of support where e.g. a workforce skills development need is identified during the course of this project.