

The Lancashire Colleges (TLC)
Administrator - Role Profile
September 2021

POST:	Administrator
JOB LOCATION:	Fulwood, Preston
SALARY:	£19,000 (FTE)
HOURS:	18.5 hours per week (0.5FTE)
CONTRACT:	Fixed term until 31 March 2022
RESPONSIBLE TO:	Director

Please note that this post is subject to confirmation of funding from the Department for Education.

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.

About 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.

Role Purpose

The post holder is required to perform administrative duties related to the Lancashire Strategic Development Fund (SDF) Pilot which will be delivered by Lancashire's Colleges between September 2021 and March 2022. This will include supporting governance and project management arrangements as well as providing administrative support to the SDF team based at TLC. The post holder will be motivated, have excellent time management and organisational skills as well as the confidence to progress tasks with limited supervision.

Scope

The post holder will report to TLC's Director and liaise with external colleagues from across Lancashire's colleges and relevant stakeholders. The post holder has no direct line management responsibility. The post holder has no direct budgetary responsibility.

Responsibilities

1. Organise governance and other meetings, visits and events as required (both face-to-face and remote meetings via MS Teams):
 - a. Ensuring meeting dates are in diaries and external invitations have been sent.
 - b. Maintaining a log of attendance and apologies received.
 - c. Ensuring meeting papers are circulated in advance.
 - d. Taking formal minutes for circulation after each meeting.
 - e. Liaising with colleagues and stakeholders to track progress on actions agreed at meetings.
2. Assist in the completion of financial claims and monitoring returns for the SDF Pilot.
3. Contribute to the establishment, maintenance and development of administration systems and procedures developed for the SDF Pilot.
4. Maintain accurate contacts lists for the SDF Pilot and provide support to colleagues in managing internal and external communications.
5. Contribute to the production of standard and bespoke reports as required to support governance and management decisions and reporting.
6. Support the SDF team in managing their diaries.
7. Deal with telephone, visitor, post and email enquiries.
8. Ensure all documents and sensitive information is held in accordance with GDPR.
9. Comply with all TLC's Policies and Procedures, i.e. Financial Regulations, Code of Conduct, Health and Safety and Equality and Diversity Policy.
10. Recognise your own strengths and areas of expertise and use these to support others. Identify your development needs through your personal development plan as well as opportunities where you can contribute to the development of colleagues.
11. Undertake any other reasonable duties required by TLC as appropriate to the grade.

The successful candidate for this appointment will be required to apply for appropriate disclosure through the Disclosure and Barring service, for more information see <https://www.gov.uk/government/organisations/disclosure-and-barring-service> .

PERSON SPECIFICATION
Administrator

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.

ESSENTIAL CRITERIA	ASSESSED BY
Minimum 1 year's experience of providing administrative support	Application and Interview
Good working knowledge of Microsoft Office software, including Word, Excel, Powerpoint and Teams	Application
High standard of written work and an excellent level of attention to detail	Application and Interview
Excellent interpersonal and professional communication skills, confident in working with individuals at all levels	Application and Interview
Highly organised, able to plan own workload to meet deadlines with minimum supervision	Application and Interview
Level 2 English and Mathematics qualifications (minimum GCSE grade C / 4 or equivalent)	Application
A commitment to complying with TLC's Policies and Procedures including GDPR, Safeguarding, Health and Safety and Equality & Diversity	Application
DESIRABLE CRITERIA	ASSESSED BY
Experience of taking minutes or formal notes at meetings	Application
An awareness of the Department for Education's Strategic Development Fund Pilot programme	Interview
Ability to analyse complex information to provide summary data for reports, meeting papers, etc.	Application and Interview