



JOB DESCRIPTION

Job Title:	Full-time / Part-time Administrator
Job Type:	This position is fixed-term to July 2018 in the first instance
Salary:	Competitive and negotiable, dependent on experience
Responsible to:	Managing Director
Date:	March 2017
Closing Date for Applications:	12 April 2017

Background

An exciting opportunity has arisen for a full / part-time Administrator to join the team at Digital Peninsula Network Ltd, Penzance. Digital Peninsula Network (DPN) is a technology-driven, dynamic organisation which offers a range of services including training provision, networking events and marketing support. DPN represents the views of business in the ICT/Digital sector based in Cornwall and helps to attract funding and further support for business.

Job Description

You will report directly to the Managing Director.

You will be responsible for processing paperwork including funding paperwork as directed by the Managing Director.

You will be responsible for ensuring all learner paperwork is accurate and complete and assist in the preparations for Audits as required.

You will draft case studies and reports as required by the Managing Director.

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.

You will assist with some events as required.

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.

You will be required to comply with all laid down policies and procedures.

PERSON SPECIFICATION

Attributes	Essential requirements	Desirable requirements
Education and Qualifications	<ul style="list-style-type: none"> * A good standard of General Education * GCSE in Mathematics and English A-C 	
Experience and Knowledge	<ul style="list-style-type: none"> * Comprehensive recent administrative experience. * Excellent record keeping skills. * Experience of providing first-class customer service. * Experience of complying with policies, procedures and timescales. 	<ul style="list-style-type: none"> * Experience of working in an administrative HE or FE role. * Experience of working on EU or ESF funded projects. * Experience of providing Information, Advice and Guidance to individuals and businesses.
Skills and Personal Requirements	<ul style="list-style-type: none"> * Proven working knowledge of Microsoft Office, in particular Word, Excel and Outlook, and experience of working with a wide variety of computer packages. * 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 your 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. 	<ul style="list-style-type: none"> * A full UK driving licence and the use of a vehicle would be an advantage but not essential.