

Job Description

Job title:	Project Administrator - <i>Accelerate</i>
Group:	Education Services Group
Dept/Project/Service:	UK Contracts
Reports to:	Project Manager - <i>Accelerate</i>
Responsible for:	N/a
Usual office base:	Reading
Grade:	9

Job purpose:

To provide efficient and effective administrative support for the *Accelerate* programme. The role will require liaison with a wide range of stakeholders, including teachers, the client, schools, partners, consultants and internal stakeholders and will be required to support the day-to-day delivery of the programme.

Job objectives:

1. Implement and maintain agreed processes and administrative systems, to ensure the programme runs efficiently and information is up-to-date and readily available.
2. Develop and maintain close working relationships with internal/external stakeholders, partner staff and consultants to support the successful delivery of *Accelerate*.
3. Support the Project Co-ordinator by acting as a point of contact for the *Accelerate* programme helpdesk dealing with all queries about the programme in the first instance.
4. Support the co-ordination of *Accelerate* events, training sessions, meetings, conferences and marketing events, to ensure that corresponding materials are developed, quality assured and produced in a timely manner and to attend and support the events as required.
5. Ensure the programme website and online learning platform is updated with relevant information, news and documents and ensure continued access to the online learning platform is maintained.
6. Support the sourcing and collection of data and background information to enable internal/external reporting relating to the programme.
7. Maintain an up-to-date database and reporting system to provide timely reports of recruitment progress and participant progress on the programme.

8. Administer the processing of purchase orders and the issuing of consultant contracts and ensure timely payment to consultants and third-party suppliers.
9. Support the booking of team travel and accommodation and the administration of associated expenses as required.
10. Undertake other duties and general administrative support to the team as directed by the Project Manager.

Scope:

There will be a requirement from time to time to travel to other locations in the UK for meetings and events.

Person specification:**Knowledge**

Essential:

- Minimum GCSE Grade C in Maths and English, or equivalent

Desirable:

- A knowledge of the education system in the UK
- Basic knowledge and understanding of project management tools and techniques

Experience

Essential:

- Experience of providing administrative support and coordination to a team / department
- Working on multiple projects and tasks
- Proven experience of dealing with, and responding to, multiple stakeholders

Desirable:

- Working in an education setting
- Working on complex projects and tasks
- Using Microsoft Office 365 and Sharepoint
- Customer facing experience of handling and resolving queries effectively

Skills

Essential:

- Ability to use initiative, demonstrating commitment and flexibility
- Ability to prioritise workload and work to deadlines
- Excellent planning and organisational skills
- Well-developed interpersonal skills with the ability to work collaboratively in cross-functional teams
- Excellent written communication skills

- Concern for detail to ensure the accuracy of information
- Excellent IT skills - accurate word processing and expertise in using MS Office applications including MS Excel and Power point
- Strong customer focus and determination to achieve high quality of customer/client service
- A team player as well as being self-motivated to work alone

Competency Band: 4

Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence - Creating and Leading Success	Delivering excellent service	Creating value
Integrity - Supporting and Building Trust	Building respect	Following through responsibilities
Accountability - Delivering and Improving	Developing self and others	Delivering value for money
Collaboration - Engaging and Partnering	Building effective relationships	Engaging others to achieve goals

Job Family: Programme & Project Management / Project Delivery

Education Development Trust is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.