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| **Job Description** |

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| **Job Details** | |
| Job Title | Consultant (Administration) |
| Location: | Aberdeen |
| Line Manager: | Senior Lead Consultant |

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| **Main Purpose of Job** |
| The postholder will provide professional administrative support to the DFN Project SEARCH University of Aberdeen programme. |

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| **Duties and Responsibilities** |
| • Provision of general administrative/secretarial support to underpin the smooth running of the day-to-day operations of the DFN Project SEARCH programme;  • Support the Senior Lead Consultant (Job Coaching) and Lecturing staff with office-based tasks, including greeting visitors, arranging meetings (e.g. Employment Planning and Steering Group, external speaker visits), taking minutes of meetings, etc.  • Processing expenses including monitoring petty cash transactions and presenting receipts for credit card purchases;  • First point of contact, in person and by telephone, for the classroom;  • Respond to routine enquiries and requests for information and handle queries (seeking advice and guidance from classroom staff as required) by email, phone and in person maintaining discretion and observing confidentiality at all times;  • Maintain both electronic and hard copy filing systems for the programme, maintaining discretion in handling confidential files and correspondence at all times including monitoring data retention schedules;  • Support the administration of the annual Intern recruitment process, including uploading applications to the database, arranging shortlisting meetings and Assessment Centres, issuing correspondence to applicants and panel members, progressing onboarding/establishing Intern files;  • Maintain accurate records to monitor Intern progress e.g. Intern attendance monitoring, student portfolio/curriculum submissions, outcomes/actions from Employment Planning Meetings, Personal Learning & Support Plans etc.;  • Prepare supervisor evaluation forms, and administer their distribution, collection and summary production;  • Support the organisation of events at key times of the year e.g. Open Days, Assessment Centres, Marketing Visits, Summer Engagement Programme/team building activities, visits to external internships/organisations, Graduation event etc.;  • Support the administration and reporting requirements for the programme for (i) funding bodies i.e. Local Authority/Scottish Government statistical reports, (ii) DFN Project SEARCH e.g. graduate outcomes, VocFit reports, (iii) VIAS e.g. learning disability reports, and (iv) Access to Work funding applications. |

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| **Person Specification** | |
| **Qualifications** | * To fulfil the requirements of this post, the post-holder is required to have a good general education. (Essential) * A qualification in Business, Administration and/or IT (Desirable) |
| **Relevant Experience/Knowledge** | * Experience of working in an office environment in a similar administrative role (Essential) * Good working knowledge of a range of Microsoft Office packages (Word, Excel and Powerpoint) and email (Essential) * Experience of prioritising and managing multiple tasks to successfully deal with conflicting deadlines (Essential) * Experience of working in an environment which supports people with learning disabilities/autistic spectrum conditions (Desirable) * Experience of working with Microsoft Teams (Desirable) * Experience of preparing monitoring/statistical reports for external organisations (Desirable) |
| **Skills and Abilities** | * Ability to work unsupervised and proactively with a high level of personal initiative and flexibility (Essential) * Excellent interpersonal skills and the ability to communicate with individuals from a range of backgrounds and at all levels of an organisation (Essential) * Demonstrable understanding of the importance of handling sensitive information in a confidential manner (Essential) * Excellent organisational skills, including the ability to produce accurate work with understanding of the need for attention to detail (Essential) * Ability to work as part of a team and manage a varied workload (Essential) |
| **Personal Attributes** | * Results oriented team player with a ‘can-do’ attitude (Essential) * Actively demonstrates the values held by VIAS (Essential) |

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| **Working with Values into Action Scotland** | |
| **Salary Range** | £19,110 per annum (pro rata) |
| **Hours of work** | 17.5 hours per week |
| **Duration of Contract** | Initially till June 2023 with the post likely to continue subject to securing project funding |
| **Pension Scheme** | Pension allowance of up to 6% of gross salary, matched by the employee’s contribution |
| **Leave** | 32 days paid leave per annum inclusive of public holidays pro rata |
| **Other Information** | The Job Description is purposefully intended to be of a general nature, defining the main elements of work required for the successful operation of the work of VIAS.  It is recognised that changing circumstances will have a direct bearing on the balance of duties at any particular time. As part of a continuing process, objectives and priorities will be kept under regular review. |