**Educational Projects Officer**

**Purpose of Job**

To increase the uptake of Newbattle Abbey College’s innovative and nationally recognised awards – including the Adult Achievement Awards (AAA) and the Forest and Outdoor Learning Awards (FOLA) – and support the growth of externally-funded learning provision, in line with the College’s mission and values.

The Education Projects Officer will play a pivotal role in supporting the growth and operational delivery of the College’s non-core learning provision. The post-holder will engage with existing and prospective delivery organisations and trainers, including Approved Centres, to enhance the reach and impact of the College’s Awards. They will also support the delivery of externally-funded learning programmes by helping to identify, secure, monitor and demonstrate impact on grant-funded opportunities.

**Key Responsibilities**

The post-holder will work closely with the Depute Principal, Business Development Manager and other staff to achieve the following.

**Award Growth and Centre Engagement**

* Proactively build and maintain relationships with existing Approved Centres and contractors to support high-quality delivery of Newbattle’s accredited Awards.
* Identify and engage new organisations to become Approved Centres for the delivery of Newbattle Awards.
* Support partner organisations in delivering the Awards, providing guidance and coordination on registration, training, assessments, quality assurance, and risk assessment processes.
* Coordinate communications, briefings, and CPD opportunities to support delivery centres and trainers.
* Assist in the production of marketing materials.

**Project and Grant Coordination**

* Identify and apply for external grants aligned with Newbattle’s educational vision.
* Support the planning and implementation of externally funded education projects.
* Assist with financial and impact reporting of grant-funded projects and Awards activity.
* Maintain accurate project records, budgets, and evidence of outcomes to support future funding, evaluation and reporting.

**Approved Centre and Trainer Administration**

* Maintain an up-to-date register of Approved Centres, trainers and assessors.
* Coordinate the administration in support of award delivery, ensuring appropriate contracts and quality standards are in place.
* Liaise with contractors to match delivery needs with project requirements.
* Oversee candidate registration, tracking, and certification for the AAA and FOLA.
* Ensure accurate data management, in line GDPR requirements.
* Working closely with administrative colleagues, oversee the efficient invoicing and financial reconciliation of Awards and project delivery.

**Monitoring and Reporting**

* Produce regular internal reports on Award uptake, Approved Centre activity, and income against targets.
* Analyse impact data to support quality improvement and marketing efforts.
* Contribute to institutional self-evaluation and support the development of College strategies for non-core funded education.

**General:**

* Be committed to the College’s purpose, vision and values.
* Contribute to the development, implementation and monitoring of relevant college policies and procedures.
* Work on own initiative under the direction of the Depute Principal.
* Undertake other appropriate duties required by the Senior Management Team.

**Location:** Newbattle Abbey College, Dalkeith (on-site, with occasional travel)

**Responsible to:** Depute Principal

**Salary:**  £31,092 (pro-rata for 0.8 FTE; pay award pending from 1st Sept 2025)

**Term of Appointment:** 0.8 FTE, Fixed Term for 23 months

**Person Specification**

**Essential Criteria**

* Educated to SCQF Level 9 (degree level or equivalent).
* Proven ability to build positive relationships.
* Strong organisational skills and the ability to manage multiple priorities effectively.
* Excellent communication skills – written, verbal and digital.
* High level of IT literacy, including use of spreadsheets, databases, and digital tools for coordination and reporting.
* A proactive and solutions-focused approach to work.
* Demonstrable commitment to the College’s values, including widening access and inclusive education.

**Desirable Criteria**

* Experience in administering qualifications, training, or learning awards.
* Experience of working in an educational or project coordination setting.
* Experience of working with awarding bodies and/or third-sector organisations.
* Experience of managing or coordinating projects, contracts or partnerships
* Grant writing or fundraising experience.
* Experience coordinating freelance or associate staff.
* Knowledge of the further and adult education landscape in Scotland.

**Contacts**

**Internal**

* Depute Principal
* Business Development Manager
* Curriculum Manager and Lecturers
* Student Administration Team
* Finance Team

**External**

* Approved Assessment Centres
* Freelance trainers and assessors
* Funders and grant bodies
* Community organisations and educational partners

**Conditions of Service**

* Annual Leave: 45 days (pro-rata), including public holidays – to be taken outside term time.
* Pension: Lothian Pension Fund
* Start Date: ASAP
* Closing Date for Applications: Monday 4th August at midnight