



Project Administrator

Reporting to:	Senior Project Leader
Working Hours:	Full time (37.5 hours per week)
Job Code:	SDF 12
Salary:	Up to £25k Initially a 6 month fixed term contract with possible permanent opportunities resulting from the project
Annual Leave:	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

As the leading regional provider of land based and environmental education, Plumpton College is committed to providing the future skills required by employers for the transition to a highly sustainable, zero carbon economy.

Alongside a current £15m investment in our facilities for students, we are therefore delighted to launch a highly innovative national project that will enable the development of green technologies and provide the skills and education for sustainable land management and food production.

Nationally, sectors such as land management, horticulture, agriculture and viticulture are already in critically short labour supply, and needing more employees to be trained at a higher level than ever before.

This project will see the College working with its existing network of over 2000 employers and key industry groups such as the recently introduced, government backed, Institute for Agriculture and Horticulture to ensure current and future labour needs are understood and mapped to existing and new programmes of study and training.

The project scope will look to develop a new technical curriculum focusing on higher (Level 4 and 5) technical qualifications and resources which are applicable to the wider land management, agriculture, horticulture, viticulture and marine environment sectors.

With a £9m Agri-Food investment programme, a recently opened Centre of Horticulture Excellence at One Garden Brighton and a further investment planned for the College's leading Veterinary Nursing and Viticulture programmes, Plumpton College is well placed to lead on these new curriculum developments.

Job Purpose

The **Project Administrator** will support the administration of the project, including claim management and tracking project objectives. The post holder will support the Senior Project Leader to provide control and oversight of project activities.

Duties and responsibilities of the job

1. Role responsibilities

a. Support the administration for the project claims, working closely with the Senior Project Leader and Finance Team.
b. Ensure key project management documentation is updated and maintained by Curriculum Developers / Strategists
c. Creation of folders and overseeing governance
d. Tracking project progress and facilitating actions and staff deployment where required.
e. Deal with enquiries from stakeholders and staff
f. Document and evidence the delivered objectives on behalf of the project team
g. Support with the collation and preparation of financial information and reports
h. Collate and scrutinise the evidence from Chichester College in support of their invoices for Strategic Development Fund payment (paid via Plumpton College)
i. Collate and scrutinise the evidence from Sixth form Colleges in support of their invoices for Strategic Development Fund payment (paid via Plumpton College)
j. Work collaboratively with Plumpton College Finance Team, Senior Management Team and with Sussex to compile agreed project evidence
k. Build and maintain professional relationships across College and with external partners and stakeholders
l. Support and facilitate the employer industry forum groups including taking minutes and arranging meetings
m. Make administrative and procedural decisions and have sound judgement on sensitive, confidential, urgent issues, whilst working under minimal supervision.
n. Support the administration of Plumpton College capital projects, with the wider College Management team including distribution of papers, reports and tracking of actions

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| <p>o. Provide administrative support as required including typing correspondence, arranging and attending meetings, taking and typing of minutes, photocopying, arranging catering, arranging travel and filing.</p> |
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2. *Wider college responsibilities*

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| <p>a. Monitor the quality of the administrative support being provided within the College, ensuring that all agreed systems and procedures are followed</p> |
| <p>b. Ensure effective communication reinforcing the appropriate use of email, briefings and weekly team meetings.</p> |
| <p>c. Undertake any further duties commensurate with the grade and responsibilities of the post allocated by the Line Manager or a member of SMT.</p> |

3. *Continuous Professional Development*

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| <p>a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.</p> |
| <p>b. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience.</p> |

Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student-focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. enthusiastic about learning
2. responsive to student, customer and community needs
3. aspiring to the highest standards
4. professional and enterprising
5. innovative and creative, and
6. friendly and welcoming

Essential criteria for the post
Previous experience of supporting with the delivery of projects is essential
Evidence a wide range of IT skills, including use of Microsoft Office packages and databases
Be able to demonstrate a pro-active approach to problem solving
Have a sound understanding and ability in budgetary management.
Have strong attention to detail

Good numeracy and literacy skills
Be able to demonstrate an ability to work independently
Have experience of forming good working relationships with stakeholders and staff
Can demonstrate excellent communication and interpersonal skills
Display enthusiasm, initiative and the ability to prioritise workloads to meet deadlines
Evidence a wide range of IT skills, including use of Microsoft Office packages and databases
Be able to demonstrate a pro-active approach to problem solving
Be able to demonstrate an ability to work independently
Demonstrate evidence of raising standards.

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 30 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Teachers' Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.