RURAL ACADEMY ADMINISTRATOR
Full-Time, 1 FTE (Part-time appointments may be considered)
(Fixed Term to June 2020)

£20,849 per annum pro rata

As a member of the Alternative Funding team, you will provide administrative support to the Rural Academy Project, a training and employability project part-funded by the European Social Fund (ESF) and South Lanarkshire Works 4U (through South Lanarkshire Council).

Duties will include the overall day-to-day administration to assist staff and participants on the project, payment of participants’ travel and other payments, maintenance of records and preparation of funding claims.

With an HNC or equivalent level of qualification you will have excellent IT skills including a good working knowledge of maintaining databases. With demonstrable organisational skills you will also have experience of maintaining records for external scrutiny.

The post will be mainly based in our Lanark premises and will involve some travelling across rural South Lanarkshire and to our main campus in East Kilbride.

To apply please download the job details and Staff Application Form from our website.

The new PVG scheme replaces enhanced disclosures when undertaking work with Children or Vulnerable Adults. This post is considered Regulated Work with Children under the Protection of Vulnerable Groups (Scotland) Act 2007. Successful applicants will be required to become members of the relevant PVG scheme, or undergo a PVG Scheme update check prior to a formal offer being made by South Lanarkshire College.

For further enquiries please contact Human Resources Department, South Lanarkshire College, College Way, East Kilbride, G75 0NE, by telephoning 01355 807654/7690 or by e-mailing humanresources@slc.ac.uk

Completed application forms can be emailed to humanresources@slc.ac.uk and should be returned by Friday 25th October 2019.

The Board of Management of South Lanarkshire College is a charity registered in Scotland. Registration number SC021181.