JOB DESCRIPTION

Job Title: Training and Employment Administrator

Line Managed By: Training and Employment Advisor

JOB SUMMARY
As a member of the Alternative Funding team, you will provide administrative support relating to activity and funding (primarily Skills Development Scotland) managed by the Training and Employment Advisor. Duties will include assisting with the overall day-to-day administration of contracts; supporting students on the programmes with information, payment of allowances and other payments; updating and maintaining records for the preparation of funding claims.

SPECIFIC DUTIES
To provide assistance with recruitment and associated paperwork for training programmes.

To liaise with relevant external agencies to assist with the promotion of training courses and arrange interviews.

To organise students’ payments, including travel payments (e.g. zone cards and SPT orders).

To order and distribute equipment and PPE to students.

To respond to applicants’ enquiries and students’ queries.

To maintain projects’ spreadsheets and funders’ databases to ensure registration and progress milestones are recorded timeously to maximise funding.

To liaise with Modern Apprenticeship bodies for registration, certification and other required tasks.

To assist the Training and Employment team with monitoring of activity and tracking of students for the compilation of data for funding claims.

To assist the Training and Employment Advisor with ensuring information and evidence in students’ files comply with “Verification and Compliance” requirements.

To provide administrative support for the team.
OTHER DUTIES

To comply with all current Health and Safety and other relevant legislation.

To undertake any other reasonable duties as specified by line manager or the Head of Department.

The postholder is expected to work flexibly to contribute to the work of the College.

Corporate Statements and Values

Vision

To be Scotland’s leading College: delivering excellence.

Mission

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

Values and culture

We are:

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.

Date Updated: October 2019