



About the Association of Colleges

At the heart of every community should be a strong and successful college, supporting students, delivering skills, transforming communities, promoting social justice, working with employers, and growing the economy.

Association of Colleges is the national voice for further education, sixth form, tertiary and specialist colleges in England. We are a not-for-profit membership organisation established by colleges, for colleges. Our members make up almost 95% of the sector - transforming 2.2 million lives each year.

Acting as the collective voice, we represent and promote the interests of colleges, and provide our members with high-quality professional support services, including training, events and recruitment.

The AoC group also includes: **AoC Services** - supporting all colleges to be great colleges by delivering high quality and cost-effective further education events, training and development, executive recruitment, interim management and strategic consultancy services; **AoC Jobs** - the first and only stop for anybody looking for a new job in further education; **AoC Sport** - leading the development of sport and physical activity in 16+ education; and **AoC Charitable Trust** - promoting the very best in FE with some of the biggest and most respected awards in education, including the AoC Beacon Awards, AoC Gold Awards, and Student of the Year.

JOB DESCRIPTION

Job Title: Project Administrator

Job Purpose: To provide high quality, proactive and efficient administrative support to the Projects Team, and maintain appropriate systems and processes to support the effective delivery of projects.	
Department / Directorate	Projects
Business Unit	AoC
Reports To	Project Delivery & Operations Manager
Role Level	Operations Support
Contract Type	Permanent

	Full-time
People Management	Direct Reports: None Indirect Reports: None
Monetary and Risk Responsibility	Budget: None. Risk Management: Working with the relevant project manager, ensure the organisation and projects are not at risk in accordance to the project or team risk register.
External Key Contacts	AoC members, consultants, project leads, other external stakeholders and project funders.
Internal Key Contacts	Projects Team, Finance Team, Comms Team, Policy Managers, Membership Services team

Key Accountabilities & Responsibilities

1. Provide proactive and efficient project support and coordination to all members of the Projects Team, juggling tasks across a variety of projects to meet all key deadlines.
2. Manage and direct incoming telephone, email and internal queries, taking the initiative to respond and resolve independently where possible.
3. Organise and coordinate face to face or virtual meetings and events for the projects team, including venue/platform hosting and catering arrangements, speaker and attendee liaison, preparation and distribution of papers, minuting, reproduction of materials, event evaluation and follow up.
4. Arrange travel and accommodation for members of the team and project partners and stakeholders, including flights where appropriate.
5. Act as a point of liaison between the Projects and Communications Teams to coordinate timely dissemination and promotion across all projects in accordance with funder requirements, including scheduling, drafting and sending newsletters and bulletins; social media; proof reading; preparing marketing material; and maintaining content on the AoC website.
6. Update and maintain the project content on AoC's customer relationship management (CRM) system (Salesforce) as well as producing ad-hoc reports from the CRM system.

7. Manipulate and maintain data tables to produce accurate monthly and quarterly reports to funder requirements.
8. Travel to meetings and events within the UK as required by the team, to provide assistance and support as directed.
9. Undertake other reasonable tasks as directed by the Project Delivery and Operations Manager.

PERSON SPECIFICATION

The following details the essential criteria for the role and how these will be assessed/ measured during the recruitment process. *Key: A = Application; I = Interview; T = Test*

Education/ Qualifications/ Professional Bodies	Assessment
GCSE English GCSE grade C and above, or equivalent	A
Knowledge, skills, ability and experience	
Experience of working in, or a demonstrable interest in, the further education sector	A
Experience of working in a similar organisation or team	A
Experience of working in a busy office environment and proactively supporting others in a team	I
Strong written and verbal communication skills	T
Ability to work independently and as an effective and proactive member of the team	I
Excellent time management skills	T
Ability to prioritise and reprioritise tasks effectively and independently	I
Ability to communicate with people at all levels	I
Strong attention to detail and pride in accuracy	T
Computer confident, good skills and knowledge of Microsoft Word, Outlook, Excel and PowerPoint, as well as Teams and Zoom	A
Experience of CRM systems and database management	A

Acknowledgement

This job description has been designed to indicate the general nature and level of the work performance by employees within this post. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications / experience required by employees assigned to the role. These may be subject to future amendments following appropriate consultation.