



JOB DESCRIPTION

Job Title:	Scotland Programme Administrator
Salary Grade:	£18,940 plus 12.5% employer pension contribution
Location:	EAUC Scotland Office, Queen Margaret University, Musselburgh, Edinburgh
Contract Type:	One year fixed term
Hours:	37 hours a week
Special Conditions:	<i>Some flexible working may be required from time to time. The post holder may be required to work at any site or any other reasonable location where the EAUC is undertaking its business.</i>
Line Manager:	Scotland Programme Manager
Summary:	You will be a vital member of the small and dynamic EAUC-Scotland Team, supporting the EAUC to realise its ambitious plans in Scotland.

With excellent people and relationship skills, you'll be capable of engaging with a wide range of stakeholders as an ambassador for the Association. You will provide the first point of contact for our Scottish educational and strategic partner contacts, ensuring they are supported and valued. You will ensure the smooth running of our office and provide key administration and communication support to the team, including supporting development and management of a varied programme of training and networking events.

Alongside this, the post holder will be part of, and receive support from, the Cheltenham-based EAUC team, and will deliver and contribute to wider Association activities and targets. Within this context, the appointee will support delivery of the wider Strategic Plan and will also be responsible for the delivery of several key initiatives within Scotland, managing these projects under the direction of the EAUC-Scotland Programme Manager.

About the EAUC and EAUC-Scotland

EAUC are a not-for-profit, member based charity, run by members for members. From starting out as a voluntary organisation in 1996, we have grown to represent over 2 million students and nearly 400,000 staff with a spending budget of over £25 billion. We help leaders, academics and other professionals to drive sustainability to the heart of their post-16 education institutions in the UK and internationally. The EAUC is an independent registered charitable company, with their Headquarters based at the University of Gloucestershire

With sustainability rising up Scottish Government, Scottish Funding Council and tertiary education sector agendas, the EAUC office in Scotland have worked with members of the further and higher education sector to develop an ambitious Programme to support Universities and Colleges to address their impacts on climate change and the wider sustainability agenda over the next three years. This role will be essential to delivering the Programme in Scotland. We will commit to giving you lots of opportunities to share your ideas and develop your experience.

You will be rewarded with involvement in a dynamic charity, generous holidays and a 12.5% employer pension contribution.

MAIN DUTIES & RESPONSIBILITIES:

Primary Functions:

Office Management: Oversee and administer the day-to-day activities of the office, ensuring policies, procedures, and systems are complied with to ensure productive and efficient office operation. Ensure the office is kept tidy and organised at all times. Maintenance of stationery stock and management of storage areas. Serve as a primary point of contact for the office, dealing with general enquires via phone and email. Meeting and greeting visitors and scheduling meetings as required. Maintain calendars and providing travel arrangements for the Team. Manage incoming and outgoing post. Arrange couriers. Assist with mailings as required. Deal with room bookings and catering, for both internal and external meetings and events. Management of office equipment, to ensure well maintained and regularly serviced.

Project Administration: Support specific aspects of the design, delivery and success of the EAUC-Scotland Programme, in conjunction with the EAUC-Scotland Programme Manager and Programme Coordinator.

Communication: Actively contribute to all mechanisms of the EAUC-Scotland communications including website maintenance, case studies, social media and newsletters.

Scotland Forum Administration: Provide secretariat support to the Scotland Forum of the EAUC, including setting up meetings and minute taking.

Resource Management: Provide support in the creation, research and administration of learning resources. Resources will be sourced from Members and partners and will include good practice, news and guides. Resources will be uploaded onto EAUC websites, specifically the Sustainability Exchange. Proactively liaise and communicate with partners in Scotland.

Scotland Conference & Event Organisation: Lead on administration for and support delivery and evaluation of the biennial Scotland Conference and Scotland training and events and Topic Support Network and Regional Network programme.

Products and Services: Advise the EAUC and contribute towards the delivery of UK wide products and services in Scotland.

Represent the EAUC: Raise the profile of the EAUC and create connections at EAUC-Scotland events and external events

Secondary Functions:

1. Support the development of UK EAUC events and the UK annual conference as required.
2. Attend and report on activities to Scotland Forum and UK Board meetings as required.
3. Ensure adequate cover for other staff during holidays etc.
4. The post holder is responsible to the Scotland Programme Manager for the achievement of agreed targets. Regular review meetings will be held with the Scotland Programme Manager, who will also provide ad hoc advice and support as required.
5. Undertake any other duties and responsibilities, commensurate with the grade of the post, as directed by the Scotland Programme Manager. These variations will not change the general character of the post or the level of responsibility entailed.

This job description is a guide to the work the post holder will initially be required to undertake. It may be changed from time to time to meet changing circumstances by mutual agreement. It is expected that the job description will be reviewed regularly by the post holder and his/her manager. These discussions will normally take place during the Annual Staff Review.

April 2017

PERSON SPECIFICATION		
Attribute	Essential	Desirable
1. Attainment/ Qualifications	Minimum GCSE English and Mathematics at grade C or equivalent. NVQ level 4 or HNC in business administration or related subject or equivalent experience.	Degree in environmental studies / sustainable development related subjects or event management
2. Previous Experience	<ol style="list-style-type: none"> 1. The post holder will have a proven relevant experience in administration/office management 2. Proven strong administration and organisational skills, including prioritisation and time-management 3. Excellent customer service experience, with the ability to discern customer needs and wants, and to respond accordingly 4. Communication and marketing experience, including social media, website content management systems and email marketing (preferably Mailchimp) 5. Sound competence in the use of a range of software including MS Office Suite 	<p>Experience in the tertiary education sector and/or charity sector</p> <p>Experience of database management and customer relationship management</p> <p>Experience gathering feedback on events and services through surveys and direct interactions.</p> <p>Experience preparing reports and documents for a wide audience.</p>

<p>3. Training and Specialist Skills</p>	<ol style="list-style-type: none"> 1. Be highly motivated, proactive and enthusiastic with the ability to work independently, using own initiative 2. Be a confident team player with excellent interpersonal skills and a willingness to be flexible and adaptable respond to a dynamic and fast paced environment within a small but ambitious team 3. Have a professional manner and attitude and able to establish and maintain effective working relationships with educational contacts, stakeholders and suppliers 4. Clear written and oral communication skills with strong attention to detail, and the ability to present formally and informally to different audiences, across a wide range of disciplines and levels of seniority 5. Good organisational ability and time management whilst working concurrently on a large number of different projects, with the ability to remain calm under pressure. 6. Diplomacy and discretion in dealing with all EAUC staff and members, government agencies, consultants, contractors and members of the general public. 	<p>Keen interest in and understanding of environmental and social sustainability</p>
<p>4.Circumstances</p>	<p>Willing and able to travel within Scotland and occasionally within the UK</p>	<p>Hold a valid UK drivers licence</p>