Based in Edinburgh, the Scottish Further and Higher Education Funding Council (SFC) is the national, strategic body that is responsible for funding teaching and learning provision, research and other activities in Scotland's 26 colleges and 19 universities and higher education institutions.

**Projects Administration Officer (A2) - 18 month temporary appointment**

*Salary in the range (A2): £21,189- £24,144 per annum (1.0 FTE)*

Reporting to the National Schools’ Co-ordinator (Senior Policy Analysis Officer), one of the key areas of responsibility for this post on appointment will be to provide administrative support to the development of a National Schools Programme.

Key responsibilities of this post include providing project administrative support to the team to ensure projects focus on outcomes and deliver on time. The post will also involve undertaking desk based research and collate and present findings on what students need and value to the line manager and supporting engagements with students, institutional leaders and priority stakeholders associated with the student experience by organising meetings, taking notes and providing key actions points.

Other aspects of this post include presenting key information on the student experience to the team and supporting the development and design of web-based communications and keeping web content up to date, engaging and informative.

To be successful you must demonstrate experience of project administrative support work, good interpersonal and written/oral communication skills. Good numerical and IT skills (including Microsoft Office and online platforms such as Teams and Zoom) are essential. You must also have strong attention to detail and monitoring skills. Lived experience of college or university as well as good graphic and visual presentation skills would be an advantage.

SFC is a friendly welcoming team and believes it is at its best when its work is informed by different perspectives. We are therefore keen to receive applications from talented individuals from all walks of life. Applications from candidates with disabilities and those from minority ethnic communities are encouraged.

This role is normally based in our Edinburgh office near Haymarket station. All SFC staff are currently working from home for the time being due to the pandemic. When
the restrictions are lifted we will return to using our office but there will be some flexibility for home-based working.

We will consider flexible working arrangements for this position.

Application and equality monitoring forms, together with further details on the vacancy are available from our website. No CVs accepted

The closing date for applications is on 9am on Tuesday 16 November 2021. It is planned to hold interviews week commencing 29 November 2021.

Committed to equality of opportunity