Job profile

Post: Projects Administration Officer (A2) - 18 month temporary appointment

Directorate: Access, Learning and Outcomes

Line Manager: National Schools’ Co-ordinator (Senior Policy Analysis Officer)

Purpose: To provide administrative support to the development of a National Schools Programme.

Key responsibilities

1. Provide project administrative support to the team to ensure projects focus on outcomes and deliver on time including:
   - Drafting and providing content for progress reports on projects including extracting and collating information.
   - Assisting the team in delivering key milestones and evidencing action logs.
   - Setting up and supporting key stakeholder meetings and discussions and track progress on agreed actions.
   - Maintaining and managing accurate records and audit trails for projects.
   - Assisting in the development of proposals for funding including drafting up content, editing and checking accuracy.
   - Effective recording and file management.

2. Undertake desk based research and collate and present findings on what students need and value to the line manager.

3. Support engagements with students, institutional leaders and priority stakeholders associated with the student experience by organising meetings, taking notes and providing key actions points.

4. Present key information on the student experience to the team.
5. Support the development and design of web-based communications and keep web content up to date, engaging and informative.

Skills, qualifications and experience

**Essential**

- Experience of project administrative support work.
- Good interpersonal skills.
- Good IT skills and use of IT to communicate (including Microsoft Office and online platforms such as Teams and Zoom).
- Strong attention to detail and monitoring skills.
- Good written and oral communication skills.
- Good numerical skills.

**Desirable**

- Lived experience of college or university.
- Good graphic and visual presentation skills.

**Status of Job Profile**

This profile has been created to describe, in outline, the nature of appointments at this level. It is an indicative document and the exact nature of these duties will vary with time and from post to post. Post holders will be expected to carry out any work that is commensurate with their grade or that may reasonably be required of them.

**Additional information**

This role will be part of a team within the Access, Learning and Outcomes Directorate at SFC. The team is responsible for enhancing and responding to the student experience. The aim of our work is to directly impact on outcomes for students by understanding, embedding, protecting and enhancing the lived student experience. This post will include a focus on Senior Phase pupils looking to progress to college or university.

As an organisation, SFC is a fantastic place to work, with a clear statutory remit, a national platform and a dedicated, expert and motivated workforce. This is an exciting time for the organisation. Following a national Review of our mission, we are refocusing our priorities, operations and capabilities, in order to add even greater value and make a difference for Scotland.
Committed to equality of opportunity