The salary range for this post (Grade A2) is £21,189 to £24,144 per annum (1.0 FTE).

We are looking for an experienced and enthusiastic Administrative Officer to provide administrative support, initially to our National Schools’ Programme.

The Scottish Funding Council is the national funding authority that invests circa £2 billion every year in tertiary education, research and knowledge exchange through Scotland’s colleges and universities.

As one of the biggest investors of public funds in Scotland, we make a huge contribution to Scotland’s economy and wellbeing, securing impact and quality outcomes for students, employers and wider social and economic objectives.

This is an exciting time for us: 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.

Reporting to the National Schools’ Coordinator you will provide key administrative and organisational support to enable the effective running of the project.

With relevant administrative experience, including project based support work, you need to have good interpersonal, written and oral communication, numerical and IT skills together with good attention to detail. The ability to monitor work activities and progress are necessary as is the use of IT applications for communication (including Microsoft Office and Teams).

This role is currently based in our Edinburgh office, although we have recently introduced a hybrid working approach which means you will be able to work at home as well as spending some time at the office. We also understand the value of flexible working and we will be happy to consider flexible working arrangements for this position.

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.

For details of how to apply, please visit our vacancies page at Jobs at SFC. No agencies please.

The closing date for applications is 5pm on Wednesday 23 November 2022.

It is intended to hold interviews in the week commencing 5th December 2022.