

Job Title: Full-time or Part-time Project Support Officer
Job Type: This position is fixed-term to July 2018 in the first instance, but may be extended.
Salary: £15,000-£23,000 (FTE), dependent on experience
Responsible to: Managing Director
Date: September 2017
Closing Date for Applications: 29 September 2017

ROLE DESCRIPTION

An exciting opportunity has arisen for a full / part-time Project Support Officer to join the team at Digital Peninsula Network Ltd, Penzance.

Job Purpose:

The post holder will be required to provide project support to our portfolio of SFA/ESF-funded contracts.

Job Description:

- You will report directly to the Managing Director.
- You will be responsible for processing paperwork including funding paperwork as directed by the Managing Director.
- You will assist in the preparations for project reporting, monitoring achievements against targets and providing statistical information to the Managing Director as required.
- You will be responsible for maintaining an up to date learner database, reporting on progress and completions.
- You will be responsible for ensuring all learner paperwork is accurate and complete and assist in the preparations for Audits as required.
- You will draft case studies and reports as required by the Managing Director.
- You will be responsible for the administration in relation to Apprenticeships. Ensuring that all learner paperwork is complete and that the apprenticeship programme is on schedule as agreed.
- You will maintain excellent working relationships with Employers and Apprentices.
- You will provide accurate and timely information, advice and guidance to applicants and other stakeholders, including but limited to general course content, entry requirements and preliminary evaluation of suitability.
- You will assist with some events as required.

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FOR CORNWALL & THE ISLES OF SCILLY

Digital Peninsula Network Ltd

Company Limited By Guarantee, Company Number: 04143823
Registered Office: 1-2 Old Brewery Yard, Penzance, Cornwall, TR18 2SL

- You will take part in Quality and Administrative meetings which take place regularly, preparing Agendas, drafting minutes and ensuring that actions are carried out in a timely manner.
- You will be required to comply with all laid down policies and procedures.

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PERSON SPECIFICATION

Method of Assessment (MOA)

Application Form (AF) Interview (I)

Attributes	Essential requirements	Method of assessment	Desirable requirements	Method of Assessment
Education and Qualifications	* A good standard of General Education * GCSE in Mathematics and English A-C	AF AF		
Experience and Knowledge	* Excellent record keeping skills.	AF, I AF, I AF, I AF, I	* Comprehensive recent administrative experience. * Experience of providing first-class customer service. * Experience of complying with policies, procedures and timescales. * Experience of working in an administrative HE or FE role. * Experience of working on EU or SFA / ESF funded projects. * Experience of providing Information, Advice and Guidance to individuals and businesses.	AF, I AF, I AF, I AF, I AF, I AF, I
Skills and Personal Requirements	* Proven working knowledge of Microsoft Office, in particular	AF	* A full UK driving licence and the use of a vehicle would	AF, I

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	<p>Word, Excel and Outlook, and experience of working with a wide variety of computer packages.</p> <p>* Excellent interpersonal skills and ability to communicate effectively and confidentially, verbally and in writing.</p> <p>* Ability to work under pressure, maintaining attention to detail and your ability to prioritise your workload in a busy environment in order to meet deadlines.</p> <p>* Ability to work independently and unsupervised as well as part of a team.</p> <p>* Ability to build excellent working relationships with a diverse range of clients and colleagues.</p>	<p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p>	<p>be an advantage but not essential.</p>	
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TERMS AND CONDITIONS OF THE APPOINTMENT:

Term: This post is fixed term to July 2018 in the first instance.

Hours of Work: Negotiable.

Holiday Entitlement: The full-time equivalent entitlement is 22 days per annum plus public bank holidays. Digital Peninsula Network normally closes for two weeks over the Christmas/New Year period and this is provided in addition to your allocated holiday entitlement.

Pension: DPN offers all eligible employees to join the NEST workplace pension scheme.

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Qualifications: The successful candidate will be required to produce evidence of their qualifications upon joining DPN.

DPN is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

DPN is committed to ensuring a culture of valuing diversity and ensuring equality of opportunity.

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