 **Job Description**

**Job Title:** Administrative Assistant

**Responsible to:** Assistant Manager: Skills for Growth

**Job Purpose:** To provide a comprehensive administrative service to the Skills for Growth project management and delivery team to ensure the efficient administration of various funded programmes.

**Principal Responsibilities**

1. To carry out associated administrative procedures within the Skills for Growth Funding Team;
2. To accurately input and maintain learner and employer data into database, in line with Welsh Government and WEFO requirements;
3. To accurately maintain all aspects of the learner and employer information from enrolment to completion from start paperwork to follow up evaluation;
4. To assist learners with applications and enrolment via in person or electronically;
5. To audit funding applications before approval;
6. To notify applicants of funding application outcome and record via CRM;
7. To provide administrative support for the team;
8. To ensure we remain compliant with Welsh Government/WEFO guidance and keeping up with any guidance updates/amendments/audits;
9. To maintain relevant and valid documentary evidence for internal and external audit;
10. To establish, maintain and up-date filing systems in line with departmental and contractual requirement;
11. To attend internal and external meetings and record and produce minutes when required;
12. To liaise internally with Curriculum Departments and MIS in relation to student course enrolments/completions;

**College Responsibilities**

1. To actively promote the Diversity agenda within the College;
2. To promote and ensure safe working practices in line with Health and Safety requirements;
3. To take an active part in all College quality systems;
4. To contribute to and represent the overall visions and values of the College;
5. To comply with all College Information Security (IS) policies and procedures, attend relevant awareness training and to apply information security principles when dealing with staff and student information, in line with ISO standard 27001;
6. To comply with the General Data Protection Regulation (GDPR), Data Protection Act 2018 and any relevant statutory requirements when processing staff and student personal data or work related data, and in accordance with any guidance or Code of Practice issued by the College;
7. To adhere to all College policies and procedures;
8. To undertake professional development as required; and
9. To undertake other appropriate duties as required by the line manager.

It should be noted that this job description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manager and the Human Resources Director which may lead to revisions in light of the operational requirements of the College.