North Tyneside Learning Trust

Job description: Project Administrator

The role of Project Administrator for the North Tyneside Learning Trust STEM Hub is based at Churchill Community College. The post compromises working 5 days a week, term time plus 3 days. . The main purpose of the role is to provide routine general clerical, administrative, and financial support to the Great North Maths Hub & Science Learning Partnership projects activity. Through their role, the Administrator works under the direction of the Project Coordinator and closely with the leadership team of the Maths Hub and will include the following duties:

- Assist with marketing and promotion activities
- Develop and distribute marketing and promotional materials
- Provide pre event support including liaising with venues, managing bookings, participants requirements and setting up meetings via online platforms
- Attend and support at training events
- Co-ordinate and produce documentation before and after events, including course material, records of attendance and evaluations
- Communicate any pre and post course information
- Format content for social media in line with the Hub's social media schedule
- Maintain calendars of events
- Undertake general financial administration such as processing orders and invoices
- Attend and minute meetings
- Book venues and travel in line with the Hub events calendar
- Provide general clerical/administrative support e g photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Maintain and update information on the websites of
- Maintain participant and mailing list databases and
- Attend Maths Hub & Science Learning Partnership training when required
- Support tutors and ensure they have the relevant information and materials to run courses and events both online and face to face

Person Specification

Essential:

- Excellent communication skills, both verbal and written
- Excellent IT skills including a good understanding of Word, Excel and PowerPoint
- Positive proactive "can-do" attitude

- Comfortable working under pressure
- Ability to manage own workload and prioritise tasks effectively
- True team player who will help out colleagues
- Willingness to adapt and learn new skills
- Experience using and updating social media platforms such as Twitter professionally

Desirable:

- Experience of using design software such as Canva
- Experience of social media scheduling software
- Experience of using Google Drive and the associated software
- Experience of event management
- Experience of using online meeting software (Zoom, Teams)