

Professional Learning Administrative Assistant

Salary: £19,104 - £19,935 per annum pro rata (Grade 2)

Contract type: Full-time (36.5 hours per week), Fixed-term from 1 September 2022 until 28 February 2023

We're looking for a highly organised individual with a good eye for detail and passion for administration to come and join our Professional Learning events team. The team manages and coordinates training events for teachers / practitioners at locations across the UK as well as online. We manage a programme of up to 600 face-to-face and online events annually, including liaising with venues, our webinar provider, producing and despatching materials and equipment, and managing registrations and communications with delegates. You'll play a key role in ensuring the smooth running of the programme.

The challenge

At WJEC, we contribute to our education communities by providing trusted qualifications and specialist support, to allow our learners the opportunity to reach their full potential. This is a fantastic chance to be part of an organisation that both encourages and enhances the minds of tomorrow.

The role

Key duties for the Administrative Assistant in the team will include supporting the production and despatch of materials and equipment, checking and sending pre and post event communications and maintaining records of attendance.

About you

To thrive in this role, you'll have some administrative experience with an eagerness to develop skills in this area. A good communicator with effective digital skills and a keen eye for detail, you'll enjoy working as part of a small and busy team.

Benefits

We offer a range of excellent benefits and take pride in being an inclusive and supportive place to work. Highlights include: 25 days annual leave per year (in addition to 16 statutory / additional holidays), free Welsh lessons, a competitive pension scheme and numerous family friendly policies.

If you would like to know more about this role, or about working at WJEC, please do not hesitate to contact our HR team (HR@wjec.co.uk), who will be more than happy to help.

Closing date: Thursday 11 August 2022

JOB DESCRIPTION

Job title	Professional Learning Administrative Assistant
Department:	Professional Learning
Section:	Strategy
Grade:	2
Location:	Western Avenue, Cardiff/Treforest
Main purpose of Job:	

This post will be based within the Professional Learning (PL) Department that manages and coordinates professional learning events for teachers / practitioners at locations across the UK as well as Online. The work will involve working closely with the PL Senior Support Officer collating delegate resources / materials and working closely with the PL Support Officer to assist with timely despatch of equipment to venues, presenters and providers in the run up to events, and logging delegate registers post event to support finance invoicing processes. The post holder may also be required to perform other general administrative duties to support the work of the Department.

Principal Duties and Responsibilities:

- To deliver a professional customer service, providing high quality delegate resources / materials, including:
 - Assisting with photocopying, collation and timely despatch of delegate packs to subject teams and / or event venues
- To support efficient deployment of specialist equipment for use at events, including
 - Supporting processes in place to gauge equipment needs
 - Arranging and tracking despatch and recoup of equipment
 - Maintaining a log of equipment allocations and recoup
- To support additional administrative processes related to the annual Professional Learning Programme including:
 - Distributing, collating and recording delegate registers
 - Communicating delegate registrations with the webinar provider
 - Quality assuring pre and post online event communications with delegates before dissemination
 - Communicating post event Question & Answer records with subject teams
 - Supporting the production of some online events where required

In addition:

- To work closely with other departments in WJEC to deliver the objectives of the Professional Learning Department.
- To abide by WJEC processes and procedures, including IT security, Health & Safety and Equality, Diversity & Inclusion.

- To undertake other duties which are not included above but are consistent with the role, as directed by the PL Senior Support Officer and PL Manager.

Person Specification

Job title: Professional Learning Administrative Assistant

Department: Professional Learning Department

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

Skills and Abilities

Highly desirable

- Competence in use of IT, particularly Microsoft Office programmes (including Outlook, Word and Excel).
- Good oral and written communication skills with the ability to communicate information clearly and accurately to a variety of audiences.
- An excellent eye for detail, with the confidence and accuracy to make corrections to communications where necessary.
- An organised and methodical approach to work with confidence to independently plan and prioritise own workload to meet multiple and sometimes conflicting deadlines.
- Ability to work under pressure to tight deadlines
- Ability to work well independently and as part of a team, with a flexible and pro-active approach.
- A willingness to undertake routine and repetitive tasks
- Reliability and punctuality

Desirable

- Fluency in Welsh, written and oral
- Ability to quickly learn new and/or bespoke IT software.
- Strong networking skills, with the ability to build and maintain working relationships across multiple departments and/or external partners.

Knowledge

Highly desirable

- N/A

Desirable

- Knowledge of UK Education, Examinations and Qualifications Systems.

Experience

Highly desirable

- A good level of administrative experience.

Desirable

- Customer service experience
- Events management experience.

Training / Qualifications

Highly desirable

- Educated to GCSE level (A*-C) or equivalent, or equivalent work experience.

Desirable

- N/A

Other Requirements**Highly desirable**

- N/A

Desirable

- N/A

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
Teitl y Swydd: Job Title:	Cynorthwydd Gweinyddol Dysgu Proffesiynol/ Professional Learning Administrative Assistant		
Cyflog: Salary:	£19,104 - £19,935 y flwyddyn pro rata/ per annum pro rata	Gradd: Grade:	2
Gwyliau Blynyddol: Annual Leave:	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd. 25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays		
Pensiwn: Pension:	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol The provision of the Local Government Superannuation Act apply		
Math o Gytundeb:	Contract Type:		
<input type="checkbox"/> Llawn-amser / Full Time <input type="checkbox"/> Rhan-amser / Part Time <input checked="" type="checkbox"/> Llawn-amser Tymor Cyfyngedig / Full Time Limited Term <input type="checkbox"/> Rhan-amser Tymor Cyfyngedig / Part Time Limited Term		Nifer yr oriau yr wythnos No of hrs per week Diwedd y Tymor 28 February 2023 End of Term Diwedd y Tymor End of Term Nifer yr oriau yr wythnos No of hrs per week	
Dull Ymgeisio:	Method of Application:		
Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk neu eu postio i'r Uned Adnoddau Dynol, CBAC, 245 Rhodfa'r Gorllewin, Caerdydd, CF5 2YX erbyn 11 Awst 2022 . Completed forms should be sent by email to hr@wjec.co.uk or returned by post to the Human Resources Unit, WJEC, 245 Western Avenue, Cardiff CF5 2YX by 11 August 2022 .			