

Job Description

Job title	CELT Administrator
School / department	Centre for the Enhancement of Learning and Teaching (CELT)
Grade	4 (0.5 FTE)
Line manager	Head of CELT
Responsible for	N/A

Main purpose of the job

To manage and administer a range of institution-wide activities. This includes planning and organising events such as the annual Festival of Learning and Teaching and CELT-run CPD events. The role is also responsible for managing CELT's accredited CPD provision "Advance UWL" and providing course administration for the Academic Professional Apprenticeship and the PG Cert in Professional Academic Practice.

The post includes supporting the team with administrative, HR, finance and facilities related tasks, including administrative support to the Head of CELT. The post holder supports the team in updating the web content and communication channels to ensure the services of CELT are well advertised.

Key areas of responsibility

Duties & Responsibilities:

Duties Relating to CELT Events & Workshops

- Plan and co-ordinate all CELT-led events, including the annual Festival of Learning and Teaching. This includes liaising with guest speakers and arranging payments; arranging publicity, booking details, catering, timetable, layout, technicians and photographer.
- Publicise all events, including organising the artwork for any brochures, flyers and posters and to produce publicity material where relevant
- Manage all room and delegate bookings and communication.
- Collate evaluation forms of CELT events and workshops to inform Annual Report.
- Liaise with the marketing and communications team to promote events.

Duties relating to the provision of an effective administrative service

- To provide support, advice and guidance on administrative, HR and financial procedures to staff in line with University policies, acting as a point of contact on their behalf with other departments.
- To help organise travel arrangements including overseas travel and accommodation for the Head of Service and staff (including external examiners where required) in line with University policy.
- Maintain and update as necessary the School external website presence, internal SharePoint site, and social media presence (as directed by the Head of Service and in liaison with Marketing & Recruitment).

- Assist with interviews arrangements for new positions (room booking, arranging panel availability, greet candidates, copying documentation).
- Organise any office move, where relevant.
- Carry out any other duties required by the line manager that are commensurate with the post.

Duties relating to providing administrative support for the Head of CELT

- Organising meetings/appointments for the Head of CELT
- Answering phone calls and taking messages for the Head of CELT.

Duties relating to CELT's course and CPD provision

- Liaise with the Head of CELT to administer admission and recruitment processes
- Provide administrative support for the delivery of the course, including preparing materials for exam boards, external examiners and panel members as appropriate
- Prepare and organise assessment boards, including preparation of matrices
- Maintain and update the CELT CPD offer on Eventbrite, and obtain data for reporting purposes as required
- Liaise with HR to maintain staff record with regards to CPD engagement

In addition to the above areas of responsibility the position maybe required to undertake any other reasonable duties relating to the broad scope of the position.

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies		A degree or equivalent qualification
Knowledge and experience	<p>Relevant administrative experience</p> <p>Relevant experience of preparing agendas, reports and papers and taking minutes of meetings</p> <p>Experience of working in a customer-facing office environment, involving both data inputting and contact with customers</p> <p>Background in Business</p>	An understanding of working within an education environment
Specific skills to the job	Excellent IT skills, including MS Office applications and understanding of computer systems and appropriate software, databases and e-mail	The ability to set-up and maintain an efficient and up-to-date filing system

	Ability to respect a high level of confidentiality at all times	
General skills	Strong organisational skills Ability to prioritise own workload effectively Ability to balance a conflicting workload Ability to work as a flexible and effective member of a team in a changing environment and frequently under pressure Able to work methodically	
Other	Understanding of cross-cultural awareness, working with a diverse community Able to communicate with a wide range of people at all levels in and outside the university A flexible approach to working hours	
Disclosure and Barring Scheme	This post does not require a DBS check	
Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage. Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.		