

JOB DESCRIPTION

Title: Programmes Administrator

Responsible to: Curriculum Manager

Location: Stockman House

Main Task

To be responsible for maintaining a comprehensive record-keeping system, manual and computerised, of information pertaining to clients participating on Training for Success and ApprenticeshipsNI programmes.

Outline of Duties

- * To develop and demonstrate a thorough knowledge of the criteria for BFS programmes designed to increase the economic activity of clients
- * To maintain an effective Trainee Management System (TMS) which provides for the efficient collection of data in accordance to the guidelines of Training for Success and ApprenticeshipsNI programmes.
- * To accurately update and monitor, on a regular basis, manual and computerised, the procedures for identification, collection, location, indexing, filing, storage access and maintenance of records pertaining to Training for Success and ApprenticeshipsNI programmes.
- * To identify and update on TMS information relating to leavers, progressions, reviews and other trainee details for the accurate production of trainee records on Training for Success and ApprenticeshipsNI
- * To monitor and update all trainee Attendance Records to include issuing of letters, weekly timesheets, sick notifications, and holidays on a daily basis.
- * To produce weekly listings and distribute to the relevant staff in relation to outstanding paperwork, timesheets etc.
- * To accurately process weekly payment allowances with all necessary payments including travel/deductions through maintaining a deduction schedule in conjunction with the Accounts Department.
- * To monitor a system for recording information pertaining to trainees moving into employment in order to track clients sustaining work over a period of time
- * To work closely with staff on all aspects for the maintenance of the manual and computerised records pertaining to programme clients

- * To record and update computerised records in line with the guidelines of the Data Protection Act
- * To take responsible of each job function in order to act in accordance with the outlined tasks
- * To participate in structured training and development activities in line with the demands of the job and the objectives of the company
- * To adhere to a Code of Practice relevant to Equal Opportunities and the promotion of social inclusion
- * To work as a member of a team and undertake such duties and responsibilities that are compatible with and supportive of BFS's aims and objectives.

Terms and Conditions

Length/ Type of Contract:	Fixed to 07/09/18
Salary:	£8,395
Hours:	20 hours
Holidays:	20 days (pro rata) plus Statutory days
Probationary Period:	6 months
Notice:	1 month

All employees of Bryson FutureSkills are required to respect individuals' right to privacy, dignity, choice and independence.

This post will be subject to an Access NI check



Person Specification
Job Title: Programmes Administrator

Criteria		Essential	Desirable	Tested
Qualifications / Education / Knowledge	Level 2 Business Administration	X		Application form
	Holds GCSE English & Maths (Grade C or above) or equivalent	X		Application form
	Holds a Level 2 ICT qualification	X		Application form
Previous Experience	1 year experience within administration/training environment	X		Application form
	Operation of Microsoft Excel	X		Application form
	Operation of TMS system		X	Application form
Experience Required going forward	Experience of working as part of a team		X	Application form / interview
				Application form / interview
Special Aptitudes/ Competencies i.e. Oral/ written skills	Good interpersonal and communication skills	X		Interview