



## Job Outline

Directorate of Children, Families and Schools

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|------------------|--|-------------|----------|
| Job Title        | Project Assistant (Education and Skills Partnership) | Post Number | PN009560 |
| Responsible to   | Partnership Manager                                  | ERYC Grade  | 5        |
| Overall Purpose: |  |             |          |

| Principal Accountabilities |  |
|----------------------------|--|
| 1                          | Develop and maintain a good understanding of all 14-19 projects, providing information and intelligence to a range of colleagues and partners. Attend and contribute to project meetings, ensuring information is collated from colleagues and partners and presented at relevant meetings. Respond to information requests from parents/carers about a range of 14-19 projects. Maintain ESP excel spreadsheets/databases and produce reports as required.  |
| 2                          | Respond to a wide range of log on move on website enquiries and support users to navigate and fully utilise their admin/learner account and the website. Manage a case load of education and training providers to ensure that accurate and up to date information is maintained on log on move on. Promote and encourage an increase in the feedback from service users. Support the transfer of information from relevant management information systems or equivalent to the logon move on website. |
| 3                          | Broker partnerships between education and training providers to support delivery of the East Riding 14-19 Education and Skills Partnership. Support the gathering of data for various audits and self assessment processes with education and training providers.  |
| 4                          | Collect, collate and analyse statistical information and produce reports. Research websites, databases and written resources to gain information to respond to a request for information that is not held in the Partnership office.   |
| 5                          | Research and provide advice and information about 14-19 projects and regularly update and maintain the team webpages.  |
| 7                          | Contribute to the planning and delivery of events and presentations. Attend training/induction events to support the partnership manager in promoting log on move on and other ESP projects. Attend public and specialist events to raise the profile of projects and respond to enquiries from parents, pupils and education and training providers at live events.   |
| 8                          | Any duties and responsibilities appropriate to the grade and level of responsibility of the post   |
| *                          | In your role you are required to speak English with sufficient fluency to effectively  |

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|  | perform your duties, as required by Section 77-84 of the Immigration Act 2016  |
|  | The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. |



## Employee Specification

**Post Title: Project Assistant**

**ERYC Grade:5**

### Essential Criteria

- A good standard of education including Mathematics and English
- Experience of education or training environments
- Can deliver information clearly via a variety of different methods
- Uses technology effectively, encourages others to use technology and uses technology to manage information
- Understands data protection requirements
- Can manage a caseload of customers
- Works on own initiative
- Is a team player, organised and resilient
- Solves problems
- Thinks ahead and takes responsibility for improvement
- An ability to fulfil all spoken aspects of the role with confidence through the medium of English

### Desirable Criteria

- Has specialist knowledge of policy and practice relevant to the delivery of 14-19 education/training and careers education
- Holds a relevant Level 3 qualification
- Gives the customer confidence in what they have done/said
- Experience of planning and delivering events and conferences