

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Project Administrator (FEIF)
Contract Term	Fixed Term until 31 st March 2026
Salary Range / Scale	£23,557 FTE
Hours of work:	Full-Time
Base	Fareham College
Reporting to:	Programme Director (LSIF)
Responsible for:	
Date of Job Description:	11.06.2025

Purposes:

As a key member of the FEIF Project Team, the Project Administrator will play a vital role in supporting the successful delivery of the Innovate UK funded initiative aimed at driving local economic growth through Further Education Colleges. This initiative empowers SHCG as an 'Innovation Mission College' to assist businesses in adopting and diffusing innovation across the Health and Social Care, Engineering, and Digital sectors. The role will involve providing essential administrative support to ensure the smooth operation and coordination of project activities, contributing to the overall impact and success of this strategic programme.

Role and responsibilities:

- To efficiently manage project schedules, ensuring all tasks are completed on time.
- Maintain accurate project documentation, including reports, plans and feedback documents.
- To produce template documents for the team where needed.
- Facilitate effective communication amongst the FEIF project team members, stakeholders and clients.
- Support resource allocation and utilisation to meet FEIF Project objectives, including administration of resource procurement.
- Uphold project management standards and ensure adherence to project guidelines.
- Identify and resolve project-based issues as they arise to maintain project momentum.
- Provide administrative support to the team as needed (Programme Director and 3 Business Innovation Managers each focused on a different regional priority sector – Health and Social Care, Engineering and Digital Transformations).
- To provide project event preparation and delivery support, onsite and offsite including coordination of venues/room bookings, parking, catering and Eventbrite oversight where appropriate.
- To organise, attend, take minutes and document all project related governance meetings such as steering group and board meetings.
- Generate regular project status reports for review by LSIF Programme Director.
- Attend and represent the college at business development and open events where needed.
- To update employer data in accordance with data protection on all relevant college

systems.

- To action requests for information and data swiftly, working with internal stakeholders where necessary to obtain an accurate picture.
- To act in a professional manner when answering telephone enquiries from internal and external customers.
- To liaise with Marketing and Reprographics to facilitate the promotion of FEIF project related activities.

General responsibilities:

- To uphold College policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity policies and procedures and attend training as requested.
- To apply the college's own safeguarding policy and practices and attend training as requested.
- To keep up to date, so far as necessary, for the efficient execution of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- To present and promote an appropriate public image in representing the college.
- You are part of a great team and as such will be expected to participate in events and promotions where the team requires representation, sometimes helping out with the organisation of the events upfront. Some of these will be outside of your normal working hours.
- To undertake an appropriate programme of personal professional development.
- To adhere to College Health and Safety and Equality & Diversity Policies and comply with relevant legislation.
- To undertake any other such duties commensurate with the grade of the post as required or determined by the Principal and Chief Executive.

The job description is a current statement of the duties and tasks required of the post-holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job level or responsibility entailed.

Appraisal and Objectives

The post holder will be subject to regular work reviews and will be required to undertake work reviews with relevant staff.

Conditions of Service

The Conditions of Service which apply to this post will be provided to you separate from this Job Description and agreed with you upon appointment to role.

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Qualifications			
GCSE's (or equivalent) including Maths and English at Grade C or equivalent	Y		CV or Application form
Customer Service Qualification		Y	CV or Application form
Experience and abilities			
Experience working in an administrative role	Y		CV or Application form / Interview
Experience of working within an educational environment		Y	CV or Application form / Interview
IT/digital literacy (Microsoft Office)	Y		CV or Application form / Interview
Experience of administering projects		Y	CV or Application form / Interview
Knowledge			
Understanding of the Further Education Innovation Fund through Innovate UK		Y	Interview
Understanding of data handling and confidentiality	Y		CV or Application form / Interview
Awareness of stakeholder engagement and communication practices	Y		Interview
Knowledge of project documentation and reporting requirements		Y	Interview
Personal qualities and skills			
Strong written and oral communication skills	Y		CV or Application form / Interview
Proven ability in planning and organisation, with good attention to detail.	Y		Interview
Excellent customer service skills	Y		CV or Application form / Interview
Strong organisational skills and personal resilience	Y		Interview
Ability to work with limited supervision and be able to work on own initiative in identifying and tackling priorities of work.	Y		Interview