

**Part-time Administrative Assistant for Northern Ireland**  
**Salary £7,500 - £10,000**  
**(Salary based on FTE £15,000 - £20,000)**

**Job Description**

SkillsActive is licensed by government as the Sector Skills Council for Active Leisure and Learning. SkillsActive has a UK wide remit - to bring employers and practitioners together to take a fresh look at the skills and training needs of organisations and individuals across the sport and recreation, health and fitness, outdoors, playwork, and caravan industries.

SkillsActive works in partnership with Active Leisure employers, the devolved administrations in Northern Ireland, its agencies and education and training providers, to establish a new demand-led and employment-focussed framework of qualifications and learning that will support future growth in the Sector.

**Job purpose:**

To provide administrative support to the work of the Northern Ireland Manager

**Key relationships:**

The postholder works within the Sector Development (Home Countries) Department of SkillsActive, reporting on a day-to-day basis to the Northern Ireland Manager

**Salary:**

On a scale from £7,500 - £10,000: based on a full-time equivalent of £15,000 – £20,000, depending on qualifications and experience relative to the post (inclusive of company personal pension scheme).

**Location:**

SkillsActive Northern Ireland Office, Newcastle, Co Down

**Hours of work:**

17.5 hours per week (i.e. 0.5 full-time equivalent) by arrangement with Northern Ireland Manager.

**Main duties include:**

1. Assisting with the development and maintenance of administrative and information systems including Customer Record Management and Outlook.
2. Collation and circulation of documents and hard-copy materials.
3. Processing of claims for external funding, purchase orders, invoices etc.
4. Secretariat for meetings, including preparation and dissemination of agenda, arrangement of venues, note taking.
5. Supporting role in preparation and running of seminars and conferences.
6. Appointments and diary co-ordination.

7. Responding to enquiries and requests for information from other organisations and members of the public.
8. Filing, mailing, photocopying and maintenance of records.
9. Ordering and maintenance of stock (office materials, machinery, brochures, publicity material, furniture etc.).
10. Liaison with SkillsActive HQ, especially re IT and communications requirements.
11. Other duties appropriate to the grade of the post.

### **SkillsActive**

### **PERSONNEL SPECIFICATION**

#### **Job Title: Part-time Administrative Assistant (Scotland)**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Attainments</b>	<p>5 GCSEs or equivalent (min Grade C)</p> <p>Qualification in Information Technology including Microsoft Windows Office and in particular Word, Outlook, Excel and PowerPoint.</p>	<p>A qualification in a discipline demonstrably relevant to the post.</p> <p>ECDL or equivalent IT qualification.</p>
<b>Relevant Experience</b>	<p>3 years employment experience in the last 7 years, working in a clerical or administrative capacity under minimum supervision.</p> <p>Demonstrable experience of supporting project work</p> <p>Demonstrable experience of servicing conferences including organisation, registration, support technology, hospitality.</p>	<p>Demonstrable experience of the development of projects and programmes.</p> <p>Knowledge of the Active Leisure sector</p> <p>Experience and understanding of the education and training system in Northern Ireland.</p>
<b>Special Aptitudes</b>	<p>Demonstrable written skills particularly in relation to summarising information and recording notes of meetings.</p> <p>Excellent communication and interpersonal skills, with an ability to liaise with people at all levels.</p> <p>Ability to work under pressure and to meet tight deadlines.</p>	<p>A belief in and commitment to learning and development in self and others.</p> <p>Numerate, with an understanding of financial management including budgets.</p>
<b>General Intelligence</b>	<p>Must be able to act on personal initiative and take decisions appropriate to the level of the post.</p>	<p>Qualities of judgement and reasoning.</p>
<b>Disposition</b>	<p>Good interpersonal skills and ability to work as part of a team.</p>	<p>Flexible and adaptable to new developments.</p>
<b>Circumstances</b>	<p>Able to work from the designated office.</p> <p>Sufficient mobility to fulfil the duties of the post.</p>	<p>Willingness to travel across Northern Ireland and attend occasional meetings across the UK.</p>