

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

DANCOP Administrator

## **College/Department**

Provost L&T

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0441-22

## **Salary**

£21,004 to £22,627 per annum

## **Reports To**

DANCOP Senior Administrator

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The Administrator role is to support the DANCOP team with a range of administrative duties, as directed by the Senior Administrator and the DANCOP senior management team. Some team members are not based at the University of Derby and therefore an ability to work under your own initiative is crucial.

## **Principal Accountabilities**

1. Work with the administration team and the wider DANCOP team to support in an administrative capacity.
2. Set dates, organise calendars and prepare agendas and supporting papers for meetings, including for Steering Group and Governance Board meetings which include senior representatives from partner organisations and key stakeholders.
3. Create accurate and concise minutes and gather action points for meetings and ensure their timely circulation, maintaining appropriate confidentiality and professionalism at all times.
4. Support with coordinating and organising logistics for meetings and outreach events; where necessary to include room bookings, car parking, and hospitality. This could include off-campus activities and will involve liaising with other organisations’ outreach and conferences teams.
5. Raise purchase order requisitions, maintain records of expenditure, and collate financial information as requested by the DANCOP management team. Liaise closely with the finance services team and delivery teams to ensure invoices are paid in a timely manner.
6. Support the team to ensure all outreach activities are effectively monitored and evaluated and that all data required for the OfS is collected, by producing relevant forms and paperwork for participants.
7. Assist in accurately keeping data sets up to date, including the EMWPREP (East Midlands Widening Participation Research and Evaluation Partnership) database and internal schools lists.
8. Assist with the inputting of data from delivery teams, including registers of activity, EMWPREP forms and evaluation information, and handling information in line with data protection legislation.
9. Collate data from DANCOP activities and ensure it is processed and filed accurately and efficiently.
10. Liaise with education providers (schools and colleges) where required to arrange meetings or obtain data.
11. Pull together information as required, in particular school and participant information, and contribute to report writing as required.
12. Create and manage processes for the smooth running of the DANCOP programme, including managing office supplies and assisting in the preparation of resources.
13. Support the wider team and partnership with communications, coordinating social media and promotional content.
14. Act as the first point of contact for enquiries about the project; including managing an email inbox and taking telephone calls.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* 5 GCSEs or equivalent qualification

#### **Experience**

* Recent experience of working in an administrative role
* Recent experience of data entry

#### **Skills, knowledge & abilities**

* Builds positive relationships with customers and colleagues
* Good communication skills, both written and verbal
* Ability to work independently with minimum supervision
* Ability to adapt to change
* Strong IT skills including data entry
* Ability to use initiative and deal with difficult situations calmly and professionally and to keep conversations confidential as required by governing groups
* Flexible approach to support all members of the DANCOP team as required

#### **Business requirements**

* Hybrid working
* Willingness and flexibility to travel and work between University and external sites in a cost effective and timely manner.
* DBS Check

### **Desirable Criteria**

#### **Qualifications**

* IT or business administration qualification
* Customer Service NVQ or equivalent

#### **Experience**

* Previous experience of working in an education setting
* Previous experience of working in a customer facing role
* Recent experience of taking minutes

#### **Skills, knowledge & abilities**

* Ability to create and coordinate engaging social media content

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)