

# Job Description

**Job title:** Administrative Officer (Help to Grow)

**Post number:** BU5032

**Reports to:** Operations Manager (H2G)

**Department/School:** School of Business and Law

**Grade:** 5

## Purpose of the role

To provide advice and support in relation to the mentoring programme for the Help to Grow Scheme.

*Help to grow is a 12-week management course, which includes one to one support from a business mentor and access to an alumni network. Delivered by business schools, which gained the Small Business Charter (SBC) by the Chartered Association of Business Schools (CABS), courses are running in the leading business schools across the UK.*

## Line management responsibility for: None

## Main areas of responsibility:

* To work with the Programme Director and Operations Manager (H2G) in the design and implementation of the mentoring programme for the Help to Grow scheme in the School of Business and Law, including providing up to date relevant programme policy information and updates to the programme managers through attending monthly panel meetings
* Monitor and report on service standards relating to the mentoring programme particularly in relation to improvements in the service
* Working with the Director and the Operations Manager (H2G), determine the resources needed to successfully implement and support the programme
* Overseeing the end-to-end process of expressions of interest, new registrations, onboarding and access to VLE and ensuring relevant discounts/bursary's are applied
* To administer and to be responsible for the financial aspects of the Help to Grow scheme in the School of Business and Law and ensure that effective systems and controls are in place, including Building the yearly financial forecast to reflect the operations including the delivery team hours and the correct funding, ensuring the expenditure is within University regulations and also the Help to Grow scheme regulations
* To provide budgetary reports for the Programme Director and the Operations Manager (H2G), ensuring income and expenditure for the programme is monitored accurately and any issues raised and solutions identified.
* Managing the administration of recruitment events, ensuring bookings are made and marketing opportunities are communicated to marketing officer and Representing Help to Grow at recruitment and Chamber events and recruiting participants onto the programme
* Building and maintaining relationships with external partners to promote Help to Grow, such as Hastings Chamber, Let’s do business, Locate East Sussex, the BIPC, East Sussex Growth Hub and East Sussex Council
* Managing the relationship our external mentoring provider, Enterprise Nation and ensuring that participants receive accurate information and support on the processes to find a mentor including managing memberships of external organisations such as chambers of commerce and liaising with the business development team

## General responsibilities

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

# Person Specification

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**); these are added at the end of the criteria.

## Essential Criteria

|  |  |
| --- | --- |
| **Knowledge, skills, and abilities** | **A,I,E** |
| * Ability to provide high quality administrative support, including financial support and undertake administrative tasks and projects as required**.**
* Inter-personal skills to be able to communicate complex information clearly and concisely with others.
* Committed to maintaining confidentiality.
* Ability to work on own initiative.
* Analytical and organisational skills, together with the ability to identify and schedule priorities and to implement appropriate follow-up actions.
* Committed to continuous self-development.
* Knowledge of data protection legislation.
* Proficiency with the Microsoft suite of packages.
* Proficient in the use of database management software.
 | **A,II****AA,I****A,EAA****A,EA** |
| **Qualifications** | **A,I,E** |
| * No particular qualifications are required for this role.
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| **Experience** | **A,I,E** |
| * Experience of project planning and administration.
* Has experience in resolving queries or problems.
* Experience of planning and priortising work effectively, judging the relative importance of conflicting demands without recourse to others.
* Experience of planning ahead and setting milestones to ensure objectives are met.
* Experience of presenting financial information in an clear, concise way for a range of audiences, including those with no financial experience.
 | **A,IA,I****A,I****A,I****A,E** |

# Additional Information

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The role is full time and fixed term for 2 years.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

|  |  |  |  |
| --- | --- | --- | --- |
| **Grades** | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Date: **February 2023**