**Job Description**

**1. Job Details**

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| Job Title | ACES Education Administrator – Postgraduate | Job Family | Management, Specialist & Administration |
| Line Manager | Course Leader | Grade  | 4 |
| Full Time/Part Time  | 0.6 FTE (22.2 hrs per week) | Duration of appointment | Until August 2027  |

**2. Job Purpose**

The Education Administrator is responsible for all the administrative aspects of the EU-Erasmus Mundus ACES-STAR Joint Master’s Degree. The incumbent will work closely with the ACES-STAR Programme Leader to provide student and programme management and to ensure that the project and EU Erasmus Mundus contractual obligations are met.

**3. Main Responsibilities**

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| *Responsibility Areas* | *Approx. %**of time* |
| Working closely with the Programme Leader and Head of Student Services, manage effective recruitment, selection, visa compliance, registration, enrolment, insurance, student feedback, marketing and graduation. This will include liaison with students, project members (Universities of Crete and Nantes) and affiliated partners (60+ partners globally), the EC and UHI Executive Office Departments, to ensure efficient and effective student management. | 25 |
| Working with the project partners and affiliated partners, SAMS PG Registry Officer, UHI Departments and others as appropriate to ensure excellent student experience, including facilitation of student support services, careers advice and professional development.  | 10 |
| Support the Programme Leader in other administrative and managerial matters to support the day-to-day running of the project, planning, organising meetings, minute taking, exam board clerk and attending meetings as required, distributing key information among all partners. | 5 |
| Support the Programme Leader in liaison and communications with the assigned Project Officers in the European Commission to ensure compliance with EC regulations, assist in managing project reports and any other communications with the EC as required for the ACES-STAR programme.  | 5 |
| Work with the Communications and the Marketing Manager, to assist in the updating of ACES-STAR media, including writing materials for project dissemination e.g., website, social media accounts (e.g., Facebook, Twitter), newsletters, and marketing of degrees, to maximise recruitment and impact of the programme. | 5 |
| Participate in CPD to maintain and improve skills requires for the post | Ongoing |
| Be pro-active in the application of SAMS Health and Safety Procedures | Ongoing |
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**4. Planning and Organising**

* Plan and organise required project meetings (occurring 6-weekly and annually) in locations either via MS Teams or at project partners across Europe, including venue hire, agenda setting, catering, travel, accommodation and all other requirements.
* Provide co-ordinating of information for reporting requirements (as required for ACES and in month 24).
* Organise pastoral and other relevant support for students, particularly those with additional needs, ensuring they are signposted to the portals available to them. Monitor attendance patterns and outcomes and check in on any students requiring additional support.

**5. Problem-Solving**

* The Education Administrator must effectively manage communications with students, academic partners and the EU project officer, requiring careful thought, precision and diplomacy.
* The Education Administrator must manage the recruitment and student management process, including exam boards and insurance, resolving problems in accordance with EU guidelines and university regulations.

**6. Decision-Making**

* Make decision on matters pertaining to student management to ensure high quality student experience and compliance with UHI and EC regulations
* Decide on meeting locations, venues, agendas, and other programme details together with the project coordinator.
* Decide the best way of communicating information to partners (and to whom), or of collecting information from partners, for the purposes of reporting, financial claims, planning and day-to-day administration.

**7. Key Contacts/Relationships**

* SAMS staff working on ACES and staff in Education and Grants and Contracts
* Supervisors/ lecturers at project partner institutions, and their admin and finance assistants
* Project officers at European Commission
* Coordinators of other EU projects to share best practices and to network within subject areas.

**8. Knowledge, Skills and Experience needed for the Job**

* A degree qualification in Business Studies, Administration or similar, or with relevant experience in project management.
* Experience of postgraduate student management, GDPR legislation and practices and student support is desirable.
* Excellent communication skills. Able to communicate effectively with individuals/students from different cultures.
* Experience of Home Office legislation around visa applications for students coming to the UK.
* Experience of organising and attending meetings and minute taking.
* Reliable and able to cope during times of pressure.
* Highly organised, capable of multi-tasking, with attention to detail and manage a varied workload.
* Although part of a small team, able to work independently and resolve problems within own area of work as well as assist with more complex queries.
* Flexible with an ability to undertake foreign travel, if required.

**9. Dimensions – Scope of role**

* A customer facing role which is mainly office based.
* This post will mainly work closely with The Programme Manager, staff within the Education team as well as with students.
* This is an administrative role with a number of responsibility areas which they will be expected to manage successfully, deliver work timely to quality and accuracy.
* There may be flexibility required at times when work deadlines are close.
* The working hours are 22.2 hrs per week. These hours can be worked flexibly over Mon to Fri as long as they meet the job requirements.
* There may be some travel required within the UK and occasionally internationally but any travel arrangements are discussed and agreed well in advance.

**10. Any other relevant information**

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed**.** If the normal duties of the post include going to sea (apart from small boats e.g. RHIB's) the applicant must be able to obtain the ENG1 medical certification and complete the STCW 95 Personal Survival Techniques training.

[WHAT SAMS CAN OFFER YOU (please right click and select open in new tab)](https://sway.office.com/7GSAUexj0DJC3tZz?ref=Link)

Our Values and culture

We strive to be a world-class marine science enterprise that underpins regional, national, and international policy, and societal action to secure healthy and sustainable oceans.

As a workforce, we have a strong family and team culture, helping each other to achieve our goals.

Remuneration

We offer a competitive salary and pension as well as employee benefits package. We also have a number of supportive policies to assist absence, family, and other leave types.

Career Goals

SAMS provides a supportive learning and career growth environment for those looking for that next step in their career or upskill in the workplace. This may be through opportunities to develop techniques, learn more about the science objectives for the group, gain some tutorial opportunities, as well as attend meetings and CPD events.

We’ll provide you with a good start as you join SAMS

SAMS provides an excellent induction which is a great introduction to the organisation, the facilities, your department and team, and provides that support that you need over the early months joining a new organisation. We will also provide you with office space, computing equipment and ensure this is ready for you on your first day of work.

Employee Benefits

In addition to a general remuneration package which includes a generous salary, pension, and sickness absence policy, we offer a number of employee benefits to our staff, some of which are listed below:

* Flexible & Hybrid working arrangements
* Purchase of additional annual leave – up to 20 days per annum
* Access to shopping discounts as well as local shop and leisure discounted memberships
* Cycle to work scheme
* Purchase of technology
* Payroll Giving
* Salary Sacrifice – pensions
* Access to wellbeing portals which provide support for mental health, nutrition and fitness and GP referral scheme
* Occupational health support
* Welfare support on site
* Access to free CBT sessions
* Sabbatical scheme
* A number of training and development courses to assist you with your career development – leadership, coaching and mentoring.

SAMS is part of the University of the Highlands & Islands and holds an Athena SWAN Bronze award. SAMS is currently working towards a silver award.

As an Academic Partner of UHI, SAMS is designated as an educational establishment and subject to the provisions of the Protection of Children (Scotland) Act. Certain roles may be subject to a satisfactory check by Disclosure (Scotland) as a condition of their appointment.

Applications must include CV and Cover Letter and should be sent electronically to recruitment@sams.ac.uk quoting Job Ref. ‘D17/22.EC’ in the subject line.

The closing date for applications **2nd February 2023**

**Interviews will be held by the middle of February**

*Please note, we prefer to contact referees prior to interview*

Guidance for Applicants

Candidates must have the rights to work in the UK.

Your application – what are we looking for?

We are looking for a full CV – please remember to document all your relevant work experience, listed with the most recent first. You should also include your educational achievements with you most recent qualification first.  You should include skills and competencies gained from previous employment or education. This should be specific to the job description.  Also, please include details of two referees, one referee at least from your current role, who we may contact if invited for interview.

We enjoy reading cover letters and these are an important part of the application. In the letter, connect your past accomplishments with the requirements listed in the job description. Focus on your most relevant experience, qualifications, and skills. Where possible, quantify your accomplishments with facts and data.

 ***Useful links***

* [How to write a flawless cover letter](https://career-advice.jobs.ac.uk/cv-and-cover-letter-advice/how-to-write-a-flawless-cover-letter-in-2020/) (please right click and select open in new tab)
* [How to write a CV](https://www.reed.co.uk/career-advice/how-to-write-a-cv/) (please right click and select open in new tab)