



Role Specification

Position:	Turing Scheme Administrator
Reports to:	ETF Spain Education and Development Facilitator
Key Relationships:	Directors & ETF Group Staff Local Authority SEN team, Jobcentre Plus Partner Agencies, Schools, Colleges & Employers
Annual Leave:	Pro rata of 28 days inclusive of statutory bank holidays
Place of Work:	Plymouth or Torbay - also required to work at other sites as directed <i>(Must have a valid driving licence, car available, valid MOT and business use insurance for any business-related travel)</i>
Contract:	Permanent, Part time, 10 hours per week
Salary Band:	£17,500 - £22,500

This role is subject to an enhanced DBS check with a 6-month probationary period.

Overview:

This role is to provide support in the UK for the company's participation in the Turing Scheme. Normal hours of work will be 10 hours per week but some flexibility may be required at busy times. The post holder will provide support to the ETF Spain Education and Development Facilitator in ensuring that all administration requirements in support of learners' and staff trips abroad are met. This post may be of interest to those with experience in the travel and tourism sector.

Key Objectives:

Working in co-ordination with the Education and Development Facilitator, provide administrative support for the Scheme for learner and staff trips which are planned to take place 3 times a year. The postholder will be responsible for ensuring that all trip requirements for individual participants are processed to meet legal and safety requirements and comply with any travel directives in force at the time of travel.

Responsibilities:

1. Pre trip permissions including:
 - Parental/carer consents where required
 - Eligibility of participants
 - Safeguarding, Prevent assessments
 - Insurance cover - travel and medical
 - Preparation of itinerary including
 - Create project documentation and store in line with GDPR requirements
 - Travel arrangements including any special requirements
 - Packing lists
2. Risk assessments
 - Personal - medication, allergies, triggers
 - Auditory/sensory issues and mitigations

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3. Health and Safety checks
3. Checking travel documentation
 - Valid passport
 - Arrange Covid testing and documentation
 - Entry requirements for country being visited
4. Booking travel, venues and events
 - Flight booking
 - Issuing tickets
 - Booking transport to airport
5. Maintain financial records
 - Record details of monies allocated to learners and staff
 - Record expenditure details
 - Reconciliation against budget

Personnel

- Take part in staff appraisal, supervision and maintaining continuing professional development

Quality

- Ensure compliance with Turing Scheme requirements

Facilities

- Ensure all work is undertaken in accordance with health and safety rules and policies, generating and reviewing risk assessment.

Administration

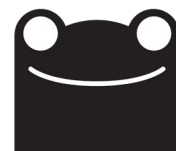
- Provide live and timely information to management
- Ensure your administration and documentation is accurately completed within the required timeframe

General

- Attend meetings and conferences within a network of professional contacts as required
- Comply with all Company Policies and legal requirements with special reference to Health and Safety; Data Protection, Safeguarding and the promotion of Equal Opportunities at all times
- Travel as required to meet wider business needs.
- Maintain and promote your workplace as a clean and healthy environment
- Undertake any other duties required by senior management.

Safeguarding

ETF is committed to safeguarding and promoting the welfare of learners, including children and young people, and expects all staff and volunteers to share this commitment.



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Person Specification	Essential	Desirable
Qualifications		
Level 2 in Business Administration		✓
Travel and tourism vocational qualification		✓
Literacy/Numeracy level 2 or equivalent	✓	
First Aid at Work		✓
Skills & Experience		
Experience in business administration	✓	
Experience of working in a travel related role		✓
Experience of working in an educational setting		✓
Experience of handling and recording financial transactions		✓
Experience in carrying out risk assessments		✓
Some ability in written and spoken Spanish		✓
Ability to manage own workload	✓	
Ability to record and maintain accurate records	✓	
Experience of working to company policies	✓	
Excellent presentation and communication skills	✓	
Excellent time management	✓	
Excellent ICT skills, particularly MS Office	✓	
Ability to travel for work as required	✓	
Ability to inspire and motivate people	✓	
Ability to meet legal requirements of the role (H&S, Safeguarding, etc)	✓	
Personal & Work-related attributes		
Demonstrate positive behaviours at all times	✓	
Demonstrate flexibility and enthusiasm at all times	✓	
Demonstrate a good level of spoken English	✓	
Work calmly under pressure	✓	
“Can-do” self-motivated attitude	✓	
Work under own initiative and able to take instruction	✓	
Work flexibly to fulfil the role requirements	✓	
Committed to equality of opportunity	✓	