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| **Recruitment Advert – Project Support Administrator (PT)** |

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| **Project Support Administrator (PT) x 2** **14 hours per week, temporary for six months****£18,200 Pro Rata (dependent on experience)**Location: Stirling based – remote working for the duration of this contract (with visits to external organisations)CDN is responsible for building the workforce across Scottish colleges, ensuring educational inclusion and economic opportunity for hundreds of thousands of citizens.Colleges will be at the forefront of leading the nation’s recovery from the Covid-19 challenge and CDN is at the heart of reimagining how colleges will organise, teach, support students and lead in these fast-changing times.CDN has commissioned a national project which seeks to support Scotland’s colleges in playing a leading role in the design and delivery of regional economic strategies and enabling inclusive economic recovery and renewal by closely aligning their purpose to meeting the rapidly evolving needs of learners and employers. To help us deliver this important piece of work, we are looking for two outstanding colleagues to join the Project team for a period of six months.Working with the CDN team, key stakeholders and customers, you will support our consultants on this projectWe are looking for a team player with excellent organisation skills. You will work closely with the Programme Director assisting him with the delivery of key meetings, seminars and webinars involving college leaders and senior officers from partner organisations. You will be involved in drafting notes of meetings, assisting with preparation of presentational material and reports as well as making appointments and managing the Programme Director’s diary. Good communication and organisational skills are essential in this role as well as the ability to effectively co-ordinate a variety of administrative tasks. You should have qualifications or skills and experience at SCQF Level 7 or above, with a proven track record of providing effective administration support and the ability to work on your own initiative. Experience of report formatting, minute taking and diary management would be advantageous and ideally you will be a competent user of Microsoft Word, Excel and Access. For an application pack, please visit [www.cdn.ac.uk/jobs](http://www.cdn.ac.uk/jobs) Please note that the closing date for applications is **Wednesday 24 November 2021** Interviews are expected to take place **week beginning 29 November 2021**College Development Network is an equal opportunities employer.*College Development Network, a Company Limited by Guarantee, Registered in Scotland No: 143514, Scottish Charity No. SC021876, VAT No. 617148346.**Registered Office: Airthrey Castle, University of Stirling, Stirling FK9 4LA* |