Mentoring Project Administrator
Department of Education

Closing date: 23 May 2019
Interview date: To be confirmed
Vacancy reference: 7618
Applications are invited for a Mentoring Project Administrator to work in the University of York Science Education Group (UYSEG) in the Department of Education. This newly created post will provide administrative support to the ASCENTS 121 mentoring project. ASCENTS 121 trains undergraduate STEM (Science, Technology, Engineering and Mathematics) students to provide one-to-one tutoring to year 11 pupils in local schools, and the project is being evaluated to find out whether it makes a positive impact on pupils' attainment.

You will make a positive contribution to the success of ASCENTS 121 by developing our office administrative systems to ensure that ASCENTS 121 is run smoothly. Your main duties will include communicating with students and schools by telephone, organising meetings and events, booking travel, creating systems for maintaining records, preparing documents, processing pay claims and organising materials, managing emails and calendars, and monitoring of budgets.

You should have experience of administration, and you will need excellent IT and communication skills. You will be expected to prioritise your own workload to meet deadlines. A positive and resilient manner will be essential to develop this new role. The role is part time (18 hours per week) fixed term until 30th June 2020.
Main purpose of the role

To carry out a range of administrative processes in order to facilitate the smooth running of the ASCENTS 121 project.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

Apply a good working knowledge of school and university administrative systems to answer queries and resolve problems from students and school teachers.

Contribute to the development of office administrative systems, carrying out administrative processes and ensuring controls are in place to ensure accuracy and timeliness.

Analyse, manipulate and interpret information in order to compile detailed summary reports and communications.

Provide effective and efficient administrative support to senior colleagues, including the co-ordination of diaries, arranging and servicing meetings, filtering enquiries, drafting and preparation of documentation and organisation of travel/events.

Act as a point of contact, arranging internal and external meetings and making travel/accommodation arrangements.

Produce ASCENTS 121-related documentation using different media, eg, newsletters, promotional literature, induction and training packs.

Assist in organising aspects of visits, meetings, events, workshops, and conferences.

Monitor income/expenditure against a service-related budget.

manage and maintain a relational database(s).

Maintain the department/service website/webpages and update content as required.

Assist in the preparation of relevant documentation and processes, including timetable, ensure the timely dissemination of information to the appropriate people.

Communicate with students using the virtual learning environment (VLE) and telephone.

Communicate with schools in a timely manner to deal with issues related to cancelations and cover.

Process weekly pay claims, invoices and orders, making effective use of departmental/university financial administrative process as required.

Maintain a register of number of sessions delivered by each undergraduate student.

Liaise with schools regarding meetings and events.

Process project-related paperwork.

Any other duties that fall within the scope of the job, as allocated by the line manager following consultation with the post holder.
# PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience</td>
<td>Essential</td>
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<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Thorough knowledge of administrative procedures and processes used in a busy office within a large complex organisation</td>
<td>Essential</td>
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<td>Knowledge of office accounting processes</td>
<td>Essential</td>
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<td>Knowledge of a full range of MS office applications particularly Word, Excel, Access, PowerPoint and online media</td>
<td>Essential</td>
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<tr>
<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tr>
<td>IT skills, with the ability to use Microsoft Office, particularly Word, Excel, Access, PowerPoint, and the ability to create &amp; maintain web pages and online media</td>
<td>Essential</td>
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<td>Ability to communicate effectively with a wide range of people, orally and in writing</td>
<td>Essential</td>
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<td>Numeracy &amp; literacy skills with the ability to monitor expenditure against a financial account/budget and maintain a petty cash system</td>
<td>Essential</td>
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<td>Competent in the design and production of a range of information and promotional documentation and literature</td>
<td>Essential</td>
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<td>Ability to prepare agendas and take &amp; transcribe minutes</td>
<td>Essential</td>
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<td>Competent in diary management, with the ability to plan and organise meetings, small scale events, workshops and conferences</td>
<td>Essential</td>
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<td>Ability to monitor income and expenditure against a budget, and maintain accurate records</td>
<td>Essential</td>
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<td>Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines</td>
<td>Essential</td>
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<td>Ability to effectively allocate work and check the work of an administrative colleague, ensuring required service standards and deadlines are met</td>
<td>Essential</td>
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<th>Experience</th>
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<td>Experience of working in an administrative role in a busy office within a large complex organisation</td>
<td>Essential</td>
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<tr>
<td>Experience of analysing data and presenting summary information in a clear and concise format</td>
<td>Essential</td>
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<td>Experience of organising events &amp; meetings</td>
<td>Essential</td>
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<td>Experience of providing an excellent standard of customer service</td>
<td>Essential</td>
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<th>Personal attributes</th>
<th>Essential / Desirable</th>
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<tr>
<td>Able to work as a member of a team</td>
<td>Essential</td>
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<td>Able to work flexibly, under pressure and to tight deadlines</td>
<td>Essential</td>
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THE DEPARTMENT

The Department of Education is one of the six founding departments of the University of York and, like the University, celebrated its 50th anniversary in 2013.

The Department is an international and diverse department with collegiality, inclusion and equality at the heart of its core values. The department provides a supportive environment for staff and students. With a core staff of 53 academic staff plus numerous research fellows and visiting tutors, the Department has an extensive research portfolio and teaching programme. The Department has core team of 14 Professional Support staff including a Research Support Officer.

The Department is one of the leading Education Departments for research in the UK, with research funding from multiple UK and international sources. In the 2014 Research Excellence Framework, the Department was ranked in the top ten of Education departments in the country for the proportion of 4* world leading research and was also in the top ten for the impact of its research.

The Department is widely recognized in the UK and beyond as a leading department in the field of education and have one of the largest graduate schools of education in the UK. The Department also routinely achieves a high level of external recognition for its teaching and is ranked in the top ten Education departments in the country in the Complete University Guide 2016 and 2017.

In 2014 the Department became the first Education department in the UK to have achieved Bronze level in the Athena SWAN gender equality charter mark, designed to address gender imbalance and underrepresentation in the arts, humanities and social sciences in higher education. This has been followed by the award of an Athena SWAN Bronze award in 2018.

Further information about the Department can be found at: http://www.york.ac.uk/education/

University of York Science Education Group

The University of York Science Education Group (UYSEG) aims to make a sustained positive impact on the outcomes of both formal and informal science education through undertaking high quality research that has an impact on policy and practice, through the development and evaluation of evidence-informed curricula that illustrate the importance of science, and through the training and support of practitioners.

UYSEG is interested in a wide range of aspects of teaching and learning of science. Research areas of interest include formal and informal learning in science, learning of science ideas,
engagement and participation in science, the development of scientific literacy, systematic reviews (research syntheses) of research evidence in science education, evidence-informed practice, and the evaluation of interventions in science education. UYSEG attracts funding from a wide range of external groups for its research.

One of the unique aspects of UYSEG’s work is its evidence-informed curriculum development. UYSEG draws on its own research, and the work of others, to develop science curriculum materials that are used in the UK and that have been adapted for use in many other countries. UYSEG’s current major evidence-informed development project is called Best Evidence Science Teaching (BEST) - [https://www.stem.org.uk/best-evidence-science-teaching](https://www.stem.org.uk/best-evidence-science-teaching). The group maintains links with the National STEM Learning Centre on campus.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world's leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. The University of York has won six Times Higher Education (THE) Awards and five Queen's Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding multiple awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online
- Go to https://jobs.york.ac.uk
- Find this job using reference 7618
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 23 May 2019

What will I need?
We will ask you for details of:
- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and/or by answering questions.

Help and assistance
Direct any informal queries to Dr Lynda Dunlop, Lynda.dunlop@york.ac.uk or 01904 323442.

If you have any questions about your application, contact the HR Services team:
- recruitment@york.ac.uk
- +44 (0)1904 324835