

Strategic Initiatives Administrator – EPALE JOB DESCRIPTION

POST	Strategic Initiatives Administrator – EPALE
REPORTING TO	Strategic Initiatives Manager, Léargas
JOB PURPOSE	To support the implementation of the Léargas managed Electronic Platform for Adult Learning in Europe (EPALE)
PAY GRADE	Equivalent to Clerical Officer PPC grade; 419.29 weekly

Roles and Responsibilities

- Support the implementation of EPALE through assisting in the organisation and administration of promotion, training and other events
- Maintain a directory of stakeholders comprising policymakers, practitioners, authorities, trainers
- Identify and reach out to new members of the site, advising on key features and functionality
- Assist programme users with site discussion forums, updates, uploading documents and articles, or providing other support as needed
- Administration of contracts, payments, final reports and other records related to beneficiaries
- Schedule meetings with relevant stakeholders as required and taking minutes
- Record expenditure on grant funding and maintain appropriate files
- General clerical duties to include filing, record management and other general office requirements
- Contribute to organisational learning through sharing of information and experience with colleagues
- Take personal responsibility for your personal and professional learning and development including active involvement in the Léargas Performance Management and Development System

Person Specification

- Previous experience in an office environment
- Experience working with clients/customers in a busy services environment
- Proficiency in a wide range of I.T. tools, computer packages, social media and blogging
- Background in online communities or e-learning would be of benefit
- Experience of working in an international context is preferred
- Excellent time management skills and ability to multi-task is required
- Strong organisational and planning skills
- Good interpersonal skills.

Key competencies required

- Personal effectiveness
- Organisation
- Collaboration
- Customer focus
- Communication