

**Administrator**

**Job Description**

**Role:** Administrator – Full Time

**RESPONSIBLE TO**: Head of Learning and Community Development (HLCD)

**JOB PURPOSE**: Responsible for supporting the Head of Learning, Learners and independent Tutors with the delivery of Adult Community Learning within Open Age.

**Location** (Primarily) Second Half Centre, St Charles Centre for Health ad Wellbeing, Exmoor Street, London W10 6BZ. The post holder will be required to move between Open Age centres in RBKC and Westminster

**Salary** £24,500 - £25,500

**MAIN RESPONSIBILITIES:**

* To support the HLCD to co-ordinate, develop and deliver courses within Open Age
* To be welcoming to people visiting the centres/speaking on the phone/via email to establish their interests and encourage participation in different courses/activities
* To manage course enquiries, the enrolment process and ensure registers are kept of class attendance and the appropriate forms are completed for tracking
* To liaise with Open Age members to ensure they understand their commitment to the course(s) and will complete the necessary documentation within a set time
* To support HLCD to ensure Open Age complies with standards of teaching, record keeping and data monitoring as required by its funders
* To liaise with all Open Age independent tutors providing them with all required documentation and ensure they are kept abreast of Open Age policies and funder’s policies
* To provide a link between tutors and Open Age members with respect to absences, course work and course documentation
* To set up all classes on our database and that of our funders and make necessary changes to ensure accuracy and report any problems to our IT support
* To ensure the programme on offer is always up to date and prepare and distribute programmes, publicity materials and other communication materials through appropriate channels.
* To liaise with the HLCD on the filing and archiving safely of registers, enrolment forms, data and documentation and order material/resources as required.
* To monitor evaluation and feedback from courses run at Open Age and assist the HLCD in compiling different reports. These will be based on statistics, quantitative and qualitative data, and case studies
* To work closely with other Open Age staff and carry out any other duties that may reasonably be required
* To undertake any training that is deemed necessary by the HLCD for this position.
* Some very occasional evening and weekend work.
* To actively support the HLCD in liaising with health, community and third sector organisations ensuring delivery of courses