



Royal Conservatoire
of Scotland

Job Description

Job Title	Transitions Administrator
School/Department	Fair Access
Job Holder	Vacant
Responsible to	Transitions Coordinator
Date	June 2021

1. Job Purpose

You will support the Transitions project within the Royal Conservatoire of Scotland, delivering an efficient and effective programme on behalf of the Conservatoire and the young people, their families, teachers and schools involved in the scheme.

2. Duties and Responsibilities

You will work alongside the full time other Fair Access administrators to ensure a joined-up and effective approach is achieved. However, you will have a specific focus on **finance, recruitment, outreach and marketing and supporting the team with evaluation/reporting**. You will be required to:

- Contribute to the effective delivery and smooth running of Transitions, providing significant administrative support (secretarial, administrative and budgetary).
- Liaise and communicate with a wide range of internal and external stakeholders including staff, students, families/care givers partners, and organisations.
- Act as an internal and external contact point for students, families, care givers, schools and teachers. You will disseminate information as required.
- Operate the Transitions action plan, ensuring the full project team are supported to deliver project aims, objectives, targets and deadlines. This includes monitoring, responding to and updating the Transitions calendar on a regular basis.

- Prepare, collate and distribute learning, support and promotional materials.
- Set up effective administrative processes as required to ensure all data is stored safely and easily accessed.
- Maintain accurate records and data bases
- Regularly extract and provide clear and accurate data, statistics and budgetary information for reporting purposes
- Budget administration including processing/recording fees, expenses, invoices, contracts and scholarships.
- Project logistics and resources in consultation with line manager. This will include arranging materials and equipment, transport, travel and accommodation.
- Update and write social media, marketing and communications inclusive of web-based updates in consultation with Fair Access Coordinators
- Administrate regular meetings inclusive of minute taking and following up on actions.
- Undertake general administrative and secretarial duties for the wider Fair Access Department.

3. Scope of the Job

Financial: You will be expected to work closely with the Fair Access Manger and Transitions Coordinator to monitor spending against the Transitions initiative budget.

Staff: No staff report directly to this post.

Others: Not applicable.

4. Context

Operating Environment:

Internally this is a supporting role to the Transitions project within the national conservatoire in Scotland. Externally this role is facing the schools, FE, HE and Scottish education sector, partner organisations and communities across Scotland including communication and building relationships with some of Scotland's most marginalised learners.

This position is associated with and funded by the Scottish Funding council as part of its widening access and participation strategies.

Framework and Boundaries:

As a member of the Fair Access staff team, you will be required to work within the Conservatoire Strategic Plan, the Conservatoire Regulations, Health and Safety Regulations, Policies and procedures and Quality Assurance processes required by the Conservatoire as well as the appropriate departmental policies. You will be expected to actively engage in health and safety and to be responsible for your own health and safety in the course of your work. You will be expected to actively engage in health and safety and to be responsible for your own health and safety in the course of your work.

5. Relationships

Line Manager: Transitions Coordinator. Informal contact as required and regular formal meetings for Transitions and Fair Access department.

Staff Management: Not applicable.

Other Contacts:

- a) Within the Conservatoire:
Close collaboration with your line manager, other colleagues and staff within the Department and more broadly across the Conservatoire.
- b) Outside the Conservatoire:

6. Knowledge and Experience

Qualifications:

Essential:

A qualification in administration such as:

- HNC/HND/degree in Business or Arts Administration
or
- HNC/HND/degree in Events Organisation
- Secretarial, administrative and IT training/certificates

Experience:

Essential:

- Significant secretarial and administrative experience, including the set up and management of administrative processes in an educational or similar setting.
- Excellent IT skills including Microsoft Office - Word, Excel, Access, Outlook, PowerPoint, Teams, Zoom and Sway.
- Experience in processing fees, expenses, invoices and contracts

- Knowledge of CMS systems, social media campaigns and marketing
- Strong commitment to widening access and participation
- Strong and effective communication and interpersonal skills for a range of audiences including children and young people.
- Experience of working with young people and their families/care givers

Desirable:

- Experience of higher and further education working environment
- Interest in the performing and production arts
- Knowledge of the Scottish education system and Scottish schools

Knowledge and Skills:

Essential:

- Excellent planning and organisation skills with the ability to handle heavy workloads under pressure
- Ability to work as part of a team flexibly and adaptively
- Ability to work on own initiative
- Accuracy and attention to detail

<p>7. Complexity</p>

You will be expected to work within a demanding inter-disciplinary context and will need to deal with a wide range of staff, students, teachers, families and carers.

Operating within agreed strategy, operational procedures and targets, you will need to co-ordinate a range of activities at any one time, working to deadlines and within allocated resources.

Demonstrate a comprehensive understanding of the work of the Conservatoire as a whole and an awareness of the wider HE context, especially in relation to a small and specialist institution.

Demonstrate a developed understanding of relevant policy legislation and quality standards e.g. COWA, Corporate Parenting etc.

There is an expectation that the Administrator will support delivery patterns that are outside normal office working hours as the bulk of the work with young people will be delivered at evenings, weekends and during school holidays.

8. General Responsibilities (all staff)

a) Health and Safety

- To take care of your own health and safety at work and that of other persons who may be affected by your work activities.
- To apply at all times best practice in health and safety. You must safeguard the health and safety of all persons affected by the work activities you supervise at any premises you have control over.
- To work in the safe manner in which you have been trained and instructed and to advise your line manager of any health and safety issues you become aware of.

b) Policies and Procedures

- To familiarise yourself with the detail of the Conservatoire's Policies and Procedures and to actively ensure adherence.

c) Use of equipment and other appliances

- To take fullest care in handling, operation and safeguarding of any equipment, vehicles or appliance, used or issued by the Conservatoire or provided or issued by a third party for individual or collective use in the performance of your duties.

d) Dignity at Work and Study

- To uphold the Conservatoire's Dignity at Work and Study Statement and practices and to treat all colleagues, students and contacts fairly and with mutual respect and in accordance with the values of the Conservatoire.
- To provide a work and study environment where all students and staff are free from discrimination and intimidation.
- To promote and deliver excellence in services that value all staff and students.
- To recognise and acknowledge the potential multiple barriers to participation and success that exist for applicants, students and staff with care experienced backgrounds; those with caring responsibilities; and those with protected characteristics, and to work with colleagues across the Conservatoire to collectively identify ways in which the barriers can be reduced and eliminated.

e) Personal Development

- To continuously enhance best practice in your area, undertaking training and Continuous Professional Development as appropriate.

f) Information Technology

- To implement security measures to protect against unauthorised access to, alteration or disclosure of information held on computer and to ensure adherence to the principles of the Data Protection Act and appropriate IT policies and procedures.

- To undertake any training in the operation of new technologies and associated systems as required.

g) Vision

- To promote and adhere to the Conservatoire Vision. (as detailed below)

9. Additional Information

This post is a fixed term 0.8FTE contract until 31st July 2022, funded by the Scottish Funding Council.

The Royal Conservatoire of Scotland has a policy on widening access, and has instigated a number of initiatives aimed at increasing participation from students from under-represented groups.

10. Our Vision

To be Scotland's globally-recognised and inspirational leader in learning for the performing arts, attracting and nurturing the best Scottish and international creative talent.

As a Board of Governors, staff and student team, we embrace and are motivated by:

- Inclusivity, diversity and individuality.
- Disciplinary excellence and innovative cross-disciplinary collaboration.
- Breaking down barriers and challenging boundaries.
- The advancement of creative citizenship and leadership across the performing arts for our nation and for the world.

As a member of staff you will be expected to actively embrace these principles and demonstrate them in the course of your work.

Our Strategic Plan is based on the following four pillars:

1. Driving focused excellence.

We will:

- Create a culture of continuous professional development, to enhance and enrich the experience of our students and staff.
- Ensure that we deliver choice and flexibility to our students and embed pedagogical skills throughout our curriculum.

- Attract outstanding teachers and artists of international repute, who will act as a magnet for outstanding students.
- Apply technology to enhance our students' learning experience and to make us more efficient and effective.
- Deliver advancement and scholarship campaigns to support the development of a world-class creative campus and to attract and retain the best artists, teachers and researchers.
- Further enhance the quality, reach and impact of our research.
- Develop a sector-leading approach to improvisation through our curriculum.

2. Promoting diversity.

We will:

- Diversify art forms and disciplines, enrich the pool of talent, and connect more widely and deeply with diverse communities.
- Develop ground-breaking RCS Community Centres of Excellence through great partnerships.
- Nurture the talent of more of Scotland's young people, so as to increase their choices and opportunities.

3. Advancing lifelong learning.

We will:

- Nurture talent, creativity and active citizenship in all of our students.
- Develop excellence in the Junior Conservatoire, connecting us with more talented young people through focused and active partnerships with schools and key stakeholders
- Innovate our open access programme to contribute to the well-being and fulfilment of individuals of all ages and backgrounds.

4. Embracing our role as a national and international performing arts institution.

We will:

- Inspire and engage young people through creating a Teach Arts for Scotland programme, promoting excellent performing arts teaching in schools.
- Recognise and celebrate excellent arts teaching in Scotland's schools.
- Create an International Advisory Board to help realise our vision and advance our values on the world stage.
- Build partnerships and new relationships nationally and internationally.
- Be a national and international advocate for education in the performing arts