

## Project and Office Administrator

### Key Information

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| <b>Reporting To:</b>  | Office and Governance Manager                                                                                                      |
| <b>Contract Type:</b> | Full time, permanent (Job-share considered)                                                                                        |
| <b>Salary:</b>        | £28,342 - £30,248 (pro rata)                                                                                                       |
| <b>Location:</b>      | A combination of office and home-based working with at least 50% of the week spent in the office or 'on location' (at events etc). |
| <b>Closing Date:</b>  | 30 September 2025, 5pm                                                                                                             |

### Overview of Role

We are seeking an enthusiastic and proactive **Project and Office Administrator** to join our team in a dynamic and rewarding role within the further education and work-based learning sector.

The core responsibilities of the role are to ensure the effective administration of ColegauCymru's Strategic Groups, to provide administrative support to members of SMT, to support the work of the Office and Governance Manager and for specific projects and key events as required.

This is hybrid role and will require the successful candidate to work from the ColegauCymru office in Cardiff and at various college and sector locations, so the ability to commute is essential. Willingness to travel across Wales, within the UK and occasionally internationally, and work outside of normal working hours may also be required.

The successful candidate will play a key role in ensuring the smooth running of day-to-day operations, supporting both internal teams and external partners. They will be expected to manage multiple tasks efficiently and maintain accurate records. A flexible and collaborative approach will be essential, as the role involves working across a range of projects and adapting to changing priorities within a fast-paced environment.

### Main Duties

- Assist the Office and Governance Manager in the supporting and scheduling of strategic group meetings.
- Provide administrative support for projects.

- Develop and maintain electronic filing systems.
- Collate data and maintain accurate records.
- Act as a point of contact for internal and external clients.
- Build and maintain relationships with member organisations and external stakeholders.
- Support and manage diaries for SMT.
- Organise, attend and provide support at events.
- Comply with confidentiality and ensure sensitive data is processed in accordance with data protection procedures.
- Provide cross-team support where required.
- Take on other appropriate duties.

## Person Specification

| Essential Criteria                                                                                                                                                                                                                                    |
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| Qualification in relevant subject area and/or relevant professional experience.                                                                                                                                                                       |
| Ability to collate, format and produce high quality meeting papers using in-house styles within tight timescales.                                                                                                                                     |
| Experience of providing administration support to senior / executive level meetings, including taking minutes.                                                                                                                                        |
| Excellent organisational and time management skills with the ability to organise and plan own work, identifying conflicting demands, establishing clear priorities and delivering objectives on time.                                                 |
| Ability to work under pressure, to tight deadlines and prioritise own workload.                                                                                                                                                                       |
| A commitment to the purpose and values of the further education and to playing a part in the success of the sector.                                                                                                                                   |
| Demonstrate a sound understanding of technology relevant to the work and identify and select the most appropriate technology for assigned tasks, including the MS Office package including MS Teams, Zoom, Copilot as well as social media platforms. |
| Ability to deal with internal and external stakeholders.                                                                                                                                                                                              |
| A positive and practical approach to problem solving.                                                                                                                                                                                                 |
| Desirable Criteria                                                                                                                                                                                                                                    |
| An understanding of how to set up document management systems.                                                                                                                                                                                        |

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| Welsh language skills. |
| A UK driving licence.  |

## Welsh Language Requirements

ColegauCymru is a proudly bilingual organisation and Welsh language skills are considered an asset to the organisation. We acknowledge the importance of developing and growing a bilingual workforce and encourage and support staff to learn, develop and use their Welsh language skills in the workplace.

Welsh language skills are desirable but not essential to this role. Applicants are welcome to contact ColegauCymru to discuss this requirement. We welcome applications in Welsh or in English. Applications in Welsh will not be treated any less favourably than English applications.

## Application Process

Please send a CV and covering letter which demonstrate how you meet the Person Specification.

## Equality and Diversity

We strongly encourage applications from a diverse range of communities and backgrounds. ColegauCymru has a strong commitment to equality, diversity and inclusion and we understand it is important that our staff team reflects all the communities of Wales.

We ask that you complete our Equality and Diversity Form when you apply. This is voluntary, and anonymous, but helps us to ensure that we are being inclusive in our recruitment.

## Closing Date

Applications should be submitted by email to [HR@colegaucymru.ac.uk](mailto:HR@colegaucymru.ac.uk) no later than **5pm on 30 September 2025**.

## Interviews

Interviews will be held on 6 October **2025**, in person. If you have any queries, please email [HR@coleguacymru.ac.uk](mailto:HR@coleguacymru.ac.uk)

## DBS Disclosure Check

Please note that the successful candidate will be subject to a DBS check.