

Job Title:	Programmes Administrator (part-time/0.6)
Location:	Futureworks, Manchester
Reporting to:	Academic Lead
Hours:	21 hours per week (flexible + home working possible)
Pay:	£15,450 per annum (£25,750 p.a. FTE)
Start Date:	Monday 6 th June 2022

Company Info

Futureworks provides University education and training in Sound, Music, Film, Television, Games, Animation and Visual Effects – based in the centre of Manchester our premises boast state of the art studios and high-spec production facilities built to industry standards.

Futureworks is the perfect environment for students to get to grips with the practical side of their chosen discipline, and develop the skills demanded by leading employers in the contemporary creative industries. Futureworks degree courses are delivered by experienced professionals, and our excellent links with industry employers mean students benefit from exciting guest lectures and fantastic opportunities to gain experience on real-world projects.

Futureworks values and celebrates diversity and has adopted equality, diversity and inclusion as core values. We welcome applications from suitably qualified candidates whatever their background, and especially from BAME candidates who are under-represented in our workforce.

Job Summary

The post holder will have responsibility for the successful co-ordination and completion of administrative duties relating to the operation, monitoring and enhancement of Futureworks' higher education programmes.

The post holder will be required to liaise with students, programme leaders, student services, partner universities and other external parties to ensure the accurate and timely flow of information in line with academic regulations, policies and procedures.

Through participation in relevant departmental meetings, committees and academic boards the post holder will ensure that information and documentation is available to stakeholders as required, and that such information is available for audits, reviews and quality control procedures as needed.

Representative Work Activities

- Provide administrative support to the Academic Lead, Programme Leaders and Module Tutors in the preparation and completion of their annual monitoring and student feedback responsibilities.
- Collation of documentation to aid academic staff in the archiving of module and programme information and data.
- Preparation and distribution of documentation for programme leaders, including student handbooks and registers, and performing any subsequent data entry required.
- Liaison with external bodies including partner universities and external examiners.

- General administrative support for academic colleagues, as required.

Quality Indicators

- Work is carried out on time and to standards agreed with Line Manager.
- Competence with systems, software packages and processes.
- Ability to plan and organise own work activities/tasks.
- Ability to produce and assess straightforward data and information and to identify problems which will be highlighted to others.
- Communicates well, ensuring effective reporting of a range of information, which may involve the occasional provision of advice and the interpretation of procedures.
- Knowledge of, and adherence to, the organisation's Health & Safety and Equal Opportunities policies.

Experience of working in an administrative role in an academic environment is highly desirable.

Applications should be in the form of a CV and covering letter and addressed to the Academic Lead quoting reference **PA310322**. Applications can be sent via email to work@futureworks.ac.uk or via post to:

Rob Magoolagan

Academic Lead

Futureworks, Riverside, New Bailey Street, Manchester, M3 5FS