

About the Association of Colleges

At the heart of every community should be a strong and successful college, supporting students, delivering skills, transforming communities, promoting social justice, working with employers, and growing the economy.

Association of Colleges is the national voice for further education, sixth form, tertiary and specialist colleges in England. We are a not-for-profit membership organisation established by colleges, for colleges. Our members make up almost 95% of the sector - transforming 2.2 million lives each year.

Acting as the collective voice, we represent and promote the interests of colleges, and provide our members with high-quality professional support services, including training, events and recruitment.

The AoC group also includes: **AoC Services** - supporting all colleges to be great colleges by delivering high quality and cost-effective further education events, training and development, executive recruitment, interim management and strategic consultancy services; **AoC Sport** - leading the development of sport and physical activity in 16+ education; and **AoC Charitable Trust** -promoting the very best in FE with some of the biggest and most respected awards in education, including the AoC Beacon Awards, FE Hall of Fame and Student of the Year.

JOB DESCRIPTION

Job Title: Project Administrator (TVPD)

Job Purpose: To provide proactive and reliable administrative and operational support to the Technical and Vocational Professional Development (TVPD) programme, enabling effective delivery across programme and project activity.

The post holder will support programme management processes, coordination, communications and digital systems, working closely with senior project managers, advisors and the event manager. This role is central to the smooth running and quality of programme delivery for an important externally funded project AoC is delivering on behalf of the Department for Education (DfE).

Department / Directorate	Projects
Business Unit	AoC
Reports To	Senior Project Manager

Role Level	Operational Support level
Contract Type	Full Time 37.5 hours per week, Fixed term contract until May 2027
Location	<i>Hybrid Worker:</i> this role will operate from a home-base with some travel expected to attend meetings and events, for example.
People Management	None
Monetary and Risk Responsibility	Budget: None Risk Management: None
External Key Contacts	Post-16 education providers, Digital learning platform provider, DfE and suppliers
Internal Key Contacts	TVPD programme delivery team

Key Accountabilities & Responsibilities

1. Provide efficient and proactive administrative support across the TVPD programme and project portfolio, supporting multiple workstreams and deadlines simultaneously.
2. Organise, service and follow-up programme and project meetings, including preparing agendas and papers, taking minutes, tracking actions and ensuring timely circulation and follow-up.
3. Maintain programme calendars, schedules and trackers to support delivery planning, milestones, reporting and assurance activity.
4. Coordinate and support travel arrangements for the team, including booking travel and accommodation, managing itineraries, and supporting travel coordination for wider team members where required.
5. Assist with the preparation, branding, formatting and design of programme resources, documents and templates, ensuring consistency with AoC and programme branding.
6. Proofread programme documentation, communications and resources to ensure accuracy, clarity and quality before dissemination.
7. Support the maintenance and updating of programme content on digital platforms, including websites and internal systems, in line with communications and reporting requirements.
8. Provide technical and administrative support for online meetings, networks and digital collaboration platforms, escalating issues where appropriate.

9. Act as a point of contact for routine programme queries, responding independently where appropriate and escalating issues to relevant team members when required.
10. Develop a working understanding of the TVPD programme landscape, including TVE Hubs, Skills Federation activity, regional networks and evidence-informed practice, to support effective programme administration (with delivery responsibility remaining with programme leads, advisors and project managers).
11. Work collaboratively with colleagues across the programme, project management function and wider AoC teams to support smooth, timely and high-quality delivery.
12. Work collaboratively within AoC's internal network for administrators and coordinators to share best practice, with a proactive approach to continuous development and effectiveness.
13. Any other duties reasonably required by the line manager, consistent with the nature, level, and responsibilities of the role.

PERSON SPECIFICATION

The following details the essential criteria for the role and how these will be assessed/measured during the recruitment process. *Key:* A = Application; I = Interview; T = Test

Education/ Qualifications/ Professional Bodies	Assessment
Proficiency in written English, typically evidenced by GCSE English (grade C/4 or above), or English Functional Skills Level 2, or equivalent	A
Strong numeracy skills typically evidenced by GCSE Maths (grade C/4 or above), or Maths Functional Skills Level 2, or equivalent	A
Knowledge, skills, ability and experience	
Experience of working in a busy administration environment and proactively supporting others in a team.	A / I
Strong verbal communication skills, confident and able to communicate effectively with people at all levels of seniority and appropriately with external stakeholders.	A / I
Strong written communication skills, writes accurately and able to adapt style to suit document/audience/communication method.	A / T
Highly self-motivated: able to work effectively remotely and independently without close supervision, as well as part of a team.	I
Demonstrates initiative and a proactive approach to supporting a team.	I
Highly organised with excellent time management skills.	I / T
Ability to prioritise and reprioritise tasks effectively and independently.	I / T
Strong attention to detail and high level of accuracy, including proof reading.	A / T

Experience of using CRM systems and database management.	A / I
Computer confident, good skills and knowledge of Microsoft Word, Outlook, Excel and PowerPoint, SharePoint, Teams and Zoom.	A / I
Demonstrates respect for equality and diversity and works to actively promote an inclusive work environment and good working relationships among colleagues.	A / I
Demonstrates an interest in further education.	A / I

Acknowledgement

This job description has been designed to indicate the general nature and level of the work performance by employees within this post. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications / experience required by employees assigned to the role. These may be subject to future amendments following appropriate consultation.



Until
November
2026

