



Title of post: Assistant Administrator

Starting salary: £14,618 pro-rata

Person specification

Specification	Essential	Desirable
1. Education/Training	A good general education to CSE / O / GCSE level or equivalent, including English	NVQ administration qualification to level 3 IT qualifications (eg ECDL, Microsoft Office Certification or similar)
2. Relevant Experience	A minimum of 2 years' relevant experience, including experience of word-processing, spreadsheets and maintaining records Experience of working in a customer-facing role, including handling a wide range of enquiries particularly by telephone and email	Experience of working in a charity or in education
3. Relevant Skills/Aptitudes	Ability to work under own initiative and as a member of a team Effective verbal and written communication skills, including the ability to draft correspondence such as email responses Word-processing skills, including the ability to produce documents with appropriate formatting Fluent user of email and the World Wide Web Ability to organise own work to meet deadlines Accuracy and attention to detail	Ability to mail-merge
4. Special Requirements	Customer-focussed approach Demonstrate enthusiasm and a willingness and interest in learning new skills Adaptable to change	



Job description

Date last reviewed: N/A

Department: Association for Learning Technology

Title of post: Assistant Administrator

Grade of post: Grade 4: £14,618 to £15,943 pro-rata (0.5 FTE)

Post number: 15681

FT or % P/T: Part-time 0.5 FTE

Principal location of work: ALT Office, Gipsy Lane Campus, Headington, Oxford

Immediate line manager: Operations Manager – post no 15006

Staff managed: None

Qualifications required for post: A good general education to CSE / O / GCSE level or equivalent, including English.

Experience required for post: A minimum of 2 years' relevant experience, including experience of word-processing, spreadsheets and maintaining records. Experience of working in a customer-facing role, including handling a wide range of enquiries particularly by telephone and email.

Overall purpose of post: To undertake general administration duties to better support the line management structure within ALT and support administration of the ALT Conference.

Main duties:

1. Provide administrative/clerical support to the ALT team.
2. Assist with the circulation of mail-shots to members of ALT and the circulation of recruitment publicity.
3. Handle a range of enquiries from ALT members, staff and external customers.
3. General administration duties: reply to emails on the ALT email account, circulate post, sort and distribute incoming mail.
4. Monitor and re-stock stationery consumables, maintain a record of ALT publication stock levels and provide membership enquiry and new member packs.
5. Undertake a range of administration duties associated with the ALT Conference, e.g. process delegate bookings.
6. Keep records, electronic and paper-based, i.e. undertake filing and assist with computer filing as required.
7. Undertake any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.



About the Association for Learning Technology

ALT is a growing professional and scholarly association which seeks to bring together all those with an interest in the use of learning technology. With over 200 organisations, and over 500 individuals in membership, ALT:

- promotes good practice in the use of learning technology in education and industry;
- represents the members in areas of policy;
- facilitates collaboration between practitioners, researchers, and policy makers.

ALT is a registered charity governed by a Central Executive Committee (CX), whose members are the trustees of the charity. Certain areas of responsibility are devolved to five committees, which respectively steer ALT's events, publications, membership services, research-related activities, and ALT's work with the Further Education sector.

The work of ALT is undertaken by:

- a staff team based at Oxford Brookes University, consisting of the Director, the Operations Manager, the Events Administrator, the Administration Officer;
- from early 2006, a Projects Officer and a halftime Assistant Administrator based at Oxford Brookes University;
- ALT's committees;
- a network of individuals, most of whom are members of the Association, and many of whom are members of ALT's committees.

The functions of the staff team include:

- supporting the work of ALT's committees;
- managing the finances and the operations of the Association;
- managing membership recruitment and renewals;
- running ALT meetings and events, including ALT-C, the UK's largest annual international academic conference for learning technologists;
- promoting and representing the Association;
- producing ALT publications;
- managing ALT's Certified Membership Scheme.

The current annual turnover of the Association is approximately £600k.

The ALT Executive Secretary is the overall line manager of the ALT staff, reporting, for HR and University-related purposes only, to the Deputy Vice-Chancellor (Academic), and, on all other matters, to the Chair of the ALT Central Executive Committee.

For more information about ALT see <http://www.alt.ac.uk/>

Closing date: 24 February 2006

Ref: 068/15681/SK

For an application pack please call 01865 485928 or go to <http://www.brookes.ac.uk/vacancy>

Please return completed application forms to: Directorate of Human Resources, Oxford Brookes University, Wheatley Campus, Wheatley, Oxon OX33 1HX.