

Ruskin Mill Land Trust (the Trust)

Job Description

Position:	Senior Administrator (Hiram Education and Research Team - HEaRT)
Post Reference No:	RMLT 000017
Grade:	6
Responsible to:	Director of Human Resources
Location:	Nailsworth

Job Purpose

To lead and support the administrative processes and systems of a multi-site charity for the Hiram Education and Research Team (HEaRT) and provide administrative support to the HEaRT Directorate.

The post holder will be expected to embrace, articulate and work with the RMT's objectives, vision, values, purpose and method, ensuring that the paradigm of biodynamic agriculture, Anthroposophical medicine and Practical Skills Therapeutic Education (PSTE), is maintained, implemented and integrated within the provisions of the Trust.

The post holder is to contribute to the whole life of the Ruskin Mill Trust and always remembering that the core purpose is to improve the education and lives of the young people and adults.

The post holder will be expected to travel between the Trust's sites, and to and from other places as the Trust may reasonably require. Overnight stays may also be a requirement.

Evening and weekend working will be required.

Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Land Trust and Ruskin Mill Trust.

Main Duties

1. To support the budget management of the Hiram Budget under the guidance of the Director of Human Resources, including processing of invoices and monitoring of spend, highlighting concerns to the Director of Human Resources
2. Provide meeting coordination and administrative support to the HEaRT Directorate meetings and other HEaRT meetings as required
3. Log all training attendance across all of Ruskin Mill Trust

4. Supporting the Director of Human Resources in the reviewing of cross Trust training needs.
5. Acting as the central HEaRT HR.net point of contact, working with the Head of IT and MIS to plan changes and improvement to the system, and new reporting requirements.
6. Act as the central coordinator for the setting of training programmes and courses on HR.net.
7. Act as the registrar for accredited staff learning, including liaising with external accreditation bodies and organising certification
8. Providing reports and training evaluations as required by Hiram Training and Development Coordinators, members of the HEaRT Directorate or the Leadership Council as required.
9. Overseeing the production of Handbooks, Learner Handbooks and prospectuses.
10. Coordination of central approval processes
11. Acting as a HEaRT central point of contact, signposting staff as appropriate.
12. As requested by the Director of Human Resources act as a central liaison with external trainers
13. Managing a local resource area and library.
14. To provide cover and support to members of the Hiram Education and Research Team as required.
15. Undertaking project work at the request of the Director of Human Resources
16. Support the administration of course development and delivery.
17. Support community events and conferences as required.
18. Support the work of the Field Centre, the research hub of RMLT and RMT, as required

General

1. To share the Ruskin Mill Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Ruskin Mill Land Trust and Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Ruskin Mill Trust.
5. To work co-operatively with other staff within the Ruskin Mill Trust.
6. To work with students as and when required.

7. To comply with all the policies and procedures of the Ruskin Mill Trust as contained in the booklet entitled “Ruskin Mill Trust - Student Protection Policies”.
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To attend meetings and supervision as required.
11. To undertake training and development as required by the Trust. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out of the role.
12. To undertake work related continued professional development (CPD) as required by the post.
13. May, from time to time be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined in this job description.
14. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Staff Management and Supervision

The Senior Administrator has line management responsibility for the administrator, however, they may be required to line manage designated staff.

Liaison

To liaise with all staff employed by the Trust, Ruskin Mill Trust, professional bodies, external consultants, and any outside bodies as and when required.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment. This job description will be reviewed annually during the post holders performance and development review.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

Induction, Training and Development Requirements

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Name	Timescales for completion	Length of programme
Safeguarding - Internal Policies and Procedures	Within 2 months of commencing role	2 hours
Equality and Diversity	Within 2 months of commencing role	2 hours
Safer Recruitment in Education	Within 3 months of commencing role	On-line training
MAPA Training (De-escalation and Restraint Training)	At the first training opportunity	1 days

Person spec

Excellent administrative skills

Excel to a high level

Word processing

Typing skills

Excellent organisational and planning skills

Excellent time-management skills

Experience in higher level administrative functions