

Secondment or Fixed-term Opportunities

Delivery Support Officer (EA)

Colleges Scotland is the collective voice of the college sector in Scotland; striving to create cohesive and sustainable partnerships, demonstrate positive impact, acting as representatives, and campaigning for the sector. We aim to be at the heart of a world class college sector that is recognised, valued and available to all.

As the sector's Employers' Association we are progressing an ambitious National Bargaining workplan. Using secondments or fixed-term contracts of up to three-years, we are looking to appoint the following to support this work:

Project Support Officer – up to £21,736 (fixed-term contract)

As the Project Support Officer, you will provide a wide-ranging administration, planning and co-ordination support service to staff within Colleges Scotland's Employers' Association and associated projects. This will require you to work with confidential and sensitive information while effectively managing competing demands for your time.

You will have worked as an administrator, or similar, where you provided effective administration, planning, diary management and co-ordination support to staff working at different levels and with differing support needs. You will also have experience of working with a diverse range of external customers and will be able to demonstrate your ability to work with confidential and sensitive information. From an administration stance it is anticipated you will have the ability to manage multiple diaries and meetings using Outlook and will have strong Word skills. It would also be advantageous if you have minute taking experience.

As a team member you will have a flexible approach, a can-do attitude and will be customer focused.

Further information and an application pack can be obtained at www.collegesscotland.ac.uk/jobs or email: recruitment@collegesscotland.ac.uk. Alternatively, please call 01786 892 100.

The closing date for applications is **Sunday 24 July 2016**. It is anticipated that interviews will be held in August 2016.

For more information, please visit www.collegesscotland.ac.uk/jobs