



**HE PARTNERSHIP TEAM
VACANCY: HE PATHWAY ADMINISTRATOR**

JOB SPECIFICATION

Department: HE PARTNERSHIP TEAM
Job Title: HE PATHWAY ADMINISTRATOR
Reference: LCTD/HEPA/0023/06
Date posted: May 2023.
Salary: £26,900
Employment Status: Full Time (Mon- Friday) (10am – 5pm)
Start Date: August 2023.
Reporting to: Director of Studies (Olanrewaju Sharafa)/ HR Pathway Manager

ABOUT LCTD

LCTD's mission is to remain a highly reputable education provider that creates opportunities, success and futures for everyone. We provide students with the opportunity to progress with their career aspirations. LCTD prides itself as a leading training provider that does everything 'exceptionally' to ensure our staff, assessors, and learners achieve their full potential.

Since March 2016, LCTD has provided relevant, accredited and professionally recognized adult qualifications. The London Centre for Training & Development (LCTD) is accredited by Accreditation Service for International Schools, Colleges and Universities. ASIC is an independent body providing accreditation services for independent, further and higher education colleges.

Awarding Bodies, licensed by Ofqual, accredit the courses offered by LCTD. These courses are available from RQF level 2-8. As an ASIC-recognized training provider, all our qualifications are open to UK residents and international students.

LCTD is currently in a transition phase towards the actualization of a contemporary and vibrant rebranding that reflects the success and aspiration of our "Greenwood Committee IHE Project 2024." The committee aim to expand the business through maintaining or gaining recognitions and approvals that support our international students' recruitments into our (i) Foundation courses, (ii) English Language courses, (iii) Executive Masterclass, (iv) CPD and conferences.

We have developed strategic Higher Education partnership that provides progression opportunity for our students; hence we are able to provide our learners the support, information, advice and guidance so that they can make informed career decisions.

LCTD INSTITUTIONAL & EDUCATIONAL PARTENER

London Centre for Training & Development (LCTD) is:

- Fully accredited by Accreditation Service for International Schools, Colleges and Universities (ASIC),
- A Further Education member of UKCISA.
- An accredited agent of:
 - University of Northampton, London.
 - Anglia Ruskin University, London.
 - British School of Marketing International (A registered Student Sponsor Student College).
 - London Graduate School.
 - Global Banking School.
- A member of the National Network for the Education of Care Leavers (NNECL). LCTD membership of NNECL signifies our commitment to the care-experienced agenda. Care leavers are a priority target of the LCTD strategic mandate.

- A member of the South East London Chamber of Commerce. We are proud to align with the South East London Chamber of Commerce's vision that ensures "South East London continues to thrive as a prosperous and connected community.
- Recognized by Awarding Bodies, licensed by Ofqual, including- OTHM, HIGHFIELD QUALIFICATIONS, NCFE.

LCTD STRUCTURE, MANAGEMENT & OPERATIONS

The senior management team (SMT) is supported by external professionals currently overseas LCTD operations across various activities, projects and initiatives. Our core focus is exporting British education and supporting local businesses and communities through our business and employability units. LCTD's full range of services, units and income streams includes:

- Offering Level 3 Courses in (i) Health & Social Care (ii) Business Mgt (ii) Education & Training.
- Offering Functional Skills English Language qualification to Local & International students.
- Provide CPD & Endorsed courses in (i) Public Sector Mgt (ii) Forensic Accounting (iii) H & S Care.
- Organizing professional events and conferences.
- Business and Employability units were established to support local businesses.

The Centre Manager, as well as the senior management team (including the Director of Studies, Managers and external professionals), ensures the smooth operation of LCTD. The core objectives of the senior management team are mainly to build the LCTD brand and reputation so that it can deliver on the provision of:

- Foundation courses,
- Professional courses,
- University pathway services,
- Business and Employability projects.

The teaching, assessment, administrative and business support services of LCTD are carried out at the South-East London location. LCTD adopts an International students' recruitment model with the ambition of exporting British qualifications.

ABOUT THE JOB

BACKGROUND & PURPOSE:

As the Higher Education Pathway Administrator- (agreed location), you will be responsible for providing all the support required by students who wish to advance their careers and progress onto higher education qualification provided by our Education partners. You will drive learners' satisfaction and experience throughout their higher education progression journey from enquiry to successful onboarding with our HE partners.

This role will require you to build contacts of leads, make phone calls, send emails and meet the students virtually or in person from time to time. You will also support with onboarding, follow up with HE partners, and advice on student finance and related funding application. As a Higher Education Pathway Administrator, you will be an Ambassador of the LCTD University Pathway Services, which aims to:

- Reduce the gap in higher education participation between the most and least represented groups;
- Support learners in making well-informed decisions about their future education.
- Support effective and impactful local collaboration by higher education providers working together with schools, colleges, employers and other partners;
- Contribute to a stronger evidence base around 'what works in higher education outreach and strengthen evaluation practice in the sector.

We work with candidates, parents, schools, colleges and communities in areas across the United Kingdom, especially where progression is low overall and particularly low when GCSE results are taken into account.

You will support your line manager in developing learner recruitment strategy in a predefined geographical area. This will include reaching out and establishing partnerships with community organizations, networking associations and other potential groups whose members are potential students of LCTD.

This role aims to provide HE progression administrative responsibilities, which cover a range of duties across the recruitment and onboarding of learners. The successful candidate role shall include, but not limited to, student recruitment, student enrolment, administrative activities and IAG, funding application, interview preparation and monitoring learner's progression. The position also requires excellent customer skills to deal with prospective student enquiries and liaise with Higher Education partners, employers, funding agencies, etc.

OTHER KEY RESPONSIBILITIES WILL INCLUDE:

As the Higher Education Administrator of a predefined geographical area, your key responsibilities will include the following:

1. Identify the target group of learners within the assigned location, maintaining and managing a database of prospective leads.
2. Ensure an agreed cohort of eligible learners from the leads generated are supported throughout the learner's onboarding process, i.e. supporting learners' application onto a preferred choice of course and following up with LCTD HE partner.
3. Provide accurate records and statistical reports on learner participation in HE progression activity in relation to targets and project key performance indicators.
4. Maintain contact with group leaders, community heads, and networking organizations where bulk learners can be enrolled and provide support to ensure satisfactory engagement with any pre-HE support services and follow up with learners' progression onto the HE partner programme.
5. Act as the principal contact and ambassador for the project within your assigned location by liaising with HE partners, Students Finance, and Students Loan Company and attending meetings or representing LCTD as necessary within the wider University Pathway Services.
6. Attend and contribute to the regular LCTD University Pathway Services and promote good practices and lessons learned.
7. Coordinate events and activities in conjunction with HE partners, local education providers, employers, community associations, and the wider University Pathway Services team to support the engagement and progression of learners.
8. Manage and keep student recruitment resources, assets and media, information and guardian materials that assist learners' IAG progression into HE.
9. Develop new collaboration and networks that can assist with monitoring and ensuring the satisfactory progression of learners onto the desirable programme of the HE partners.
10. Ensure appropriate Health and Safety and safeguarding procedures are followed at all times during learners' enrolment and support services, including ensuring adherence to LCTD policies/systems as appropriate.
11. Communicate programme aims and manage relationships effectively with learners, their employers or parents/carers, students finance, students loan company and delivery partners and others to ensure the project's success.
12. These duties provide a framework for the role and should be considered a definitive list. Other reasonable duties may be required consistent with the grade of the post.

REQUIREMENTS

PRIMARY REQUIREMENTS:

You will be well-motivated, confident, and able to work with or without supervision. We expect you to have high energy and enthusiasm, which you can transmit to support learners' journeys. We also expect you to demonstrate strong customer service and a problem-solving attitude and have the ability to onboard and support the learner Higher Education progression ambition within the agreed region.

The post-holder must possess

- Good communication and interpersonal skills
- Administration experience
- Self-commitment to Continuous Professional Development (CPD)

(A) Qualification:

SN	Qualification	Evidence with/by
1	Degree or vocational qualification at a minimum of Level 6	A degree certificate
2	Be able to provide an up-to-date criminal record check	A clean CRB check.
3	Membership of relevant professional body	A recommendation letter or letter of good standing from a professional membership body in the UK or internationally.

SECONDARY REQUIREMENTS

*Candidate must be able to meet at least **TWO** of the following criteria (B-D)*

(B) Communication, IT skills and values

Highly effective interpersonal and communication skills (including oral, written/literacy, numeracy, and presentation). Evidence will comprise:

- ability to use IT to support students and discharge administrative responsibilities (MS Word, MS Excel, MS PowerPoint, Windows 10 or Mac)
- evidence of the use of e-portfolio for evidence submission and assessment (e.g. Laser System or any other related short-course system)
- ability to translate LCTD values into action

(C) Developing enterprise activities and external links

The ability or the potential to develop valuable connections with businesses to generate enterprise income and networks. Evidence will comprise:

- generating consultancy and CPD income
- active professional body membership that can increase the esteem and influence of the Centre
- Significant engagement with external organizations (public bodies/charities/NGOs) increased the Centre's esteem and influence.

(D) Improving the learner and prospective candidates' experience

The ability or the potential to undertake recruitment and administrative activities that enhance the wider student and prospective candidates' experience. Evidence will comprise the development of initiatives to:

- Improve learner's recruitment, onboarding and retention with HE partners
- enhance levels of learner employability and career option
- Ability to connect with a wider network of prospective candidates.

NOTES TO APPLICANTS

You must submit the attached application form, a CV, and a cover letter for this role. Please address all sections of the job description, providing evidence about each element of the selection criteria where applicable. Your complete application form, CV and cover letter addressing the responsibilities of the post as outlined in the specification should be handed in or emailed directly to us.

You can apply (in person) at our London office or email relevant documents to info@lctd.co.uk You can also apply through our website at <https://lctd.co.uk/work-for-us>

You will be notified to attend interviews once your application has been shortlisted.

EQUAL OPPORTUNITIES POLICY STATEMENT

LCTD is committed to equal opportunity as an employer and a responsible, independent education and training provider.

LCTD will promote good relations among its staff and learners and create conditions that contribute to its members' full development and potential.

NO SMOKING POLICY

Applicants may note that LCTD has a no-smoking policy, which means that smoking will not be permitted anywhere in the Centre buildings.

INTERNATIONAL APPLICANTS

At LCTD, our many international staff and students are a valued part of our vibrant and diverse community and play a vital role in the future of the Centre. We welcome international applicants with the right to work in the UK or are eligible for sponsorship under the Skilled Worker Route (SWR) or the Global Talent Route.

LCTD LIMITED is an A-rated UK sponsorship license holder, which means we can make visa-sponsored applications.

Please be advised that currently, LCTD will only support the Certificate of Sponsorship for any employment visas and will not support the payment of the employment visa for the offered candidate and/or dependents.

The new points-based immigration scheme will work for the whole of the UK and will apply to all nationalities other than British or Irish citizens from January 2021 post-Brexit and ends freemovement for EEA Citizens.

Any job application you submit will be assessed using criteria based on the knowledge, skills and experience required for the relevant post. You will not be treated less favourably than another applicant based on national origin.

We recommend you consult the Home Office web page [Apply for a UK Visa](#) section to determine your eligibility for a UK visa. This also applies if you are an EU, EEA or Swiss citizen (including Iceland, Liechtenstein and Norway); you and your family can [apply](#) for FREE to the EU Settlement Scheme to continue living in the UK after 30 June 2021.

Employer sponsor licenses for Tier 2 will automatically transition to the SWR on 1 December 2020. All applicants coming to work under the SWR will require 70.

Skilled Worker Route (SWR) Points-Based System	Points	Meets✓ / Does Not Meet ✗
Mandatory criteria (50 points)		
A job offer from UK licensed sponsor required	20 points	✓
Above the minimum skill level Regulated Qualifications Framework (RFQ) 3 or above (A level or equivalent)	20 points	✓
Offered candidate speaks English to an acceptable standard	10 points	✓
Mandatory points Total must be 50		50
Further criteria of one from below (20 points)		
Offered salary is above £26,500 p.a. (jobs can only be offered on a full-time basis)	20 points	✓
The applicant holds a relevant PhD, and this qualification is required for the role	20 points	✗
The advertised role is on the shortage occupation list (SOL)	20 points	✗
Further criteria Total maximum 20		20
Overall SWR points total (must meet 70 points)		70

Under the UK Government PSB scheme, this role **meets** the criteria to be sponsored by LCTD for an SWR application.

APPLICATION FORM

Position

Name*

First

Last

Email *

Nationality

Phone

National Insurance Number* (N/A- if you do not have)

Full Address:

LIST OF QUALIFICATIONS & EXPERIENCE (Please see attached up-to-date CV)

Further Information (If any)

Details of two References (*Name, Position, Email, Telephone and Relationship to you*)

Please provide details of two referees, one of whom should be your current or most recent employer/institution.

Declarations

- Data Protection Act
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975:
- Criminal Convictions

To comply with Data Protection obligations, the Centre reserves the right to use the information you have provided in the application form for personnel records and payroll purposes.

Data may be held both electronically and manually and will be processed for management reporting, supplying statistical information to our funding bodies and for any authorized requests from external third parties.

You have the right to request a copy of the information in our records. You also have the right to correct any inaccuracies in your information.

Further information can be obtained from the Data Protection Officer.

Criminal Conviction: Declaration Form

I certify that all information in this form is true and correct to the best of my knowledge and realize that false information may lead to termination of employment.

GDPR Agreement *

I consent to storing my submitted information so they can respond to my inquiry.