JOB APPLICATION PACK

Graduate Engineering Engagement Programme, GEEP, EVENTS ADMINISTRATION COORDINATOR

(This is a fixed term position initially for 11 months, with a potential to extend)

Ref: 2021-2022 PTS/3
Dear Potential Candidate

Thank you for taking the time to consider this job opportunity.

We are able to offer an excellent opportunity to work with Windsor Fellowship on the programme delivery side of our business:

This application pack provides:
1. details of how to apply, accessing the online Equal Opportunities Monitoring Form, which once complete will give you access to the Application Form.
2. an overview of the work of the Windsor Fellowship
3. an overview of GEEP
4. the job description
5. the person specification

How to apply

1. Complete the online Equal Opportunities Monitoring Form.
   https:// windsorfellowship. wufoo.com/forms/zz6huyr0mqz64z/

2. Once the Equal Opportunities Monitoring Form is submitted you will receive an email confirming receipt of the form and a link to the Application Form.
   See the details:-
   https:// windsorfellowship. wufoo.com/forms/zp6a14e0jysv0g/

3. The Application Form has several questions including ‘Why are you applying for the role’. In no more than 1000 words explain how your skills and experience relate to the skills and experience detailed in the Job Description/Personal Specification and also explain why you would like to work for Windsor Fellowship.

4. You will also be asked to upload a recent copy of your CV.

5. For the interview you must produce the applicable document(s) to verify your Right to Work in the UK as detailed on Page 9.

More information about Equal Opportunities Monitoring and the Disability Declaration is given on page 12.

Note your application will be deemed incomplete if you do not submit the online monitoring form, application form and cv.

Closing date for applications – 27 September 2021, 12pm (noon),
**Windsor Fellowship**

The Windsor Fellowship designs and delivers innovative personal development and leadership programmes, which enable talent from diverse communities to be realised. We achieve this by partnering with leading organisation from the private and public sectors as well as developing relations with schools, universities and community groups throughout the UK. We have trained and supported over 19,000 young people to successfully navigate key milestones along their journey to education, employment, training goals to become confident, active role model citizens.

The main objectives underpinning our works are to:

1) Improve educational attainment levels
2) Strengthen community cohesion
3) Achieve a greater equality of employment outcomes

The purpose or our organisation as described in our governing document is to:

1) Improve academic achievement of young people
2) Encourage and enable them to take active part in civic life in accordance with principles or good governance
3) Guide and assist them in exploiting their educational and employment options
4) Enhance their ability to secure and progress in employment opportunities focused around careers in industry, commerce professions.

[www.windsor-fellowship.org](http://www.windsor-fellowship.org)

**Benefits of working at the Windsor Fellowship:**

- £26,000 per annum, pro-rata
- 3-day week (0.6 FTE)
- Group Pension Plan, combined minimum of 8% contribution
- Life Assurance
- 20 days annual leave, (pro-rata) including all public holidays and organisation close down throughout the Christmas and New Year holidays (by agreement)
Windsor Fellowship in partnership with the Royal Academy of Engineering are providing the Graduate Engineering Engagement Programme, GEEP. The GEEP is the Academy’s award-winning Programme to increase the transition of engineering graduates from diverse backgrounds into engineering employment.

A collaborative employer Programme, GEEP targets engineering undergraduates who are female or from socially disadvantaged or ethnic minority backgrounds with a focus on universities outside the Russell Group. The Programme provides students with the opportunity to engage with employers through a series of events and networking opportunities with a view to encouraging them to apply for engineering employment opportunities.

Over the last five years, more than 900 students have taken part in the programme; more than 90% of whom are from Black, Asian and Minority Ethnic (BAME) backgrounds.

The Academy works with the Association for Black and Minority Ethnic Engineers (AFBE-UK) and the Women’s Engineering Society (WES), who support GEEP recruitment by providing insightful speakers, mentors and much more.

https://www.raeng.org.uk/diversity-in-engineering/employers/graduate-engineering-engagement-programme
The Windsor Fellowship (WF) is a unique charitable organisation. We design and deliver innovative personal development and leadership programmes, which enables talent from diverse communities to be realised. We achieve this by partnering with leading organisations from the private and public sectors as well as developing relationships with schools, universities and community groups throughout the UK. To date we have trained and supported over 18,000 young people to successfully navigate key milestones along their educational journey.

Windsor Fellowship delivers a range of programmes, undertaken in partnership with specific organisations, one of which is The Royal Academy for Engineers’ Graduate Engineering Engagement Programme, (GEEP).

The Events Administration Co-ordinator The postholder is responsible for co-ordinating the insight sessions, workshops and development centres can content creation for the online resources for GEEP. The postholder has a key role in ensuring the delivery of the GEEP outcomes.

Main Responsibilities of the Post Holder:

1. Co-ordinating the insight sessions and workshops
2. To coordinate the recruitment timetabling of the assessment development centres
3. To be a competent team player, able to delegate, oversee and formulate projects for the project team
4. To co-ordinate and lead on all administration and organisation related to recruitment and marketing
5. To co-ordinate and lead on all administration and organisation related to GEEP events
6. To support the GEEP team in their work, including diary management and administration
7. To establish, oversee and review implementation of systems to manage effectively computerised and manual databases and records
8. Ensure that Windsor Fellowship’s online and social media content is current and appropriate for the programme.

1. Seminar and Event organising
   a. To ensure, in conjunction with the Student Liaison Officer(s) and other GEEP team members, that an annual programme of seminars and events is produced and confirmed at least three months ahead of the commencement of the year
   b. To consult, in the preparation of the content of information packs, with the GEEP team.
   c. To ensure that all appropriate information is sent to candidates and other relevant stakeholders sufficiently in advance to ensure participation in workshops, insight sessions and any other events.
   d. To source, visit and secure venues for events, within budget and working towards confirming venues a year in advance. The post-holder should liaise where necessary with other GEEP team members
e. To provide the effective clerical and support services at seminars and events, including registration of participants, room allocations, stationary, training aids and refreshments

2. Management

a. To produce his/her own personal performance and development plans, with clear objectives and targets to be agreed by the Programme Manager and Employer Engagement Manager

b. To manage various projects and ensure their effective delivery within deadlines and to a high standard

c. To manage his/her workload and that of any assistants or volunteers

d. To participate actively in the development and planning of the Windsor Fellowship, with colleagues through team reviews, training, staff meetings, team meeting and business planning days

e. To provide regular updates to the management team on the progress and work of the Administration Officer and Assistant(s)

3. Presentation/ Communication

a. To ensure that external correspondence meets the professional standard required by the Fellowship

b. To communicate with a range of audiences in an effective and confident manner

c. To communicate effectively to colleagues within the Fellowship and involve them in the development of services

d. To work effectively with the colleagues and the management team in all areas of work and activity

e. To manage all external relationships for which s/he is responsible for, ensuring effective and professional regular communication

f. To update colleagues on his/her work

4. Administrative Duties

a. To support the delivery team in meeting GEEP outputs and outcomes

b. To establish and monitor databases on Fellows, sponsors, facilitators and other current or potential Fellowship stakeholders as necessary ensuring that information contained is current, accurate and in a relevant format for users

c. To establish and monitor a database of universities, careers services, relevant university societies, mentoring organisations and community organisations (religious groups, cultural groups and bodies/institutions whose work is related to that of the Fellowship)
d. To review and monitor current filing (manual and computer) systems

5. Budgets and Finance

a. To manage project costs/expenditure (e.g. Fellows’ expenses) within agreed budgets working closely with the management team

6. Corporate Policies, Work Ethic and Representing GEEP and Windsor Fellowship

b. To share the stated values and ethos of the Fellowship

c. To adhere to the staff policies, procedures and code of conduct

d. To carry out the duties of the post internally and externally in a professional, courteous and considerate manner.

e. To represent the Fellowship effectively to all stakeholders

f. To ensure his/her whereabouts are communicated to colleagues across the Fellowship

g. To ensure that all Fellowship information is treated as confidential not disclosed to any external person or organisation without the express consent of the Fellowship

7. Additional Duties/requirements

a. To support members of the GEEP team and other Windsor Fellowship staff, as appropriate

b. To work outside contractual office hours as and when work requires.

c. A requirement of this post is a willingness and ability to undertake further training as necessary

8. Personal Development and Training

a. To produce his/her own personal performance and development plans, with clear objectives and targets to be agreed by the Programme Manager
**PERSON SPECIFICATION: Events Administration Co-ordinator**

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<thead>
<tr>
<th>Criteria</th>
<th>Essential/Desirable</th>
<th>Assessment</th>
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<tbody>
<tr>
<td><strong>Education/Training</strong></td>
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<tr>
<td>• To be educated to a minimum of A-Level or equivalent relevant experience.</td>
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<td>• A willingness to undertake further training</td>
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<td><strong>Knowledge/Understanding</strong></td>
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<td>• To share the values and ethos of the Windsor Fellowship</td>
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<td>A/I</td>
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<td>• To understand the aims and values of the Windsor Fellowship</td>
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<td>• To have an awareness of equalities and diversity issues</td>
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<td>A/P I</td>
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<td><strong>Experience</strong></td>
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<td>• To have a minimum of 3 years’ administrative experience</td>
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<td>• To have experience of organising and coordinating activities within a team</td>
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<td>• To understand education institutions, policies and structures</td>
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<td>• To have working knowledge of Microsoft Office 365 and Microsoft Office and CRM/project management software</td>
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<td>• To have a willingness and ability to develop information technology skills</td>
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<td><strong>Skills and Abilities</strong></td>
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<td>To have a positive demeanour and a professional attitude to all stakeholders</td>
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<td>A/I</td>
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<td>• To have a high level of literacy and numeracy skills to enable the production of clear and precise written material</td>
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<td>A/I/P</td>
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<td>• To have an attention to detail ensuring that all tasks are done meticulously and efficiently</td>
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<td>• To have a high level of oral presentation skills in communicating with external bodies</td>
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<td>• To have an ability to plan his/her work effectively and that of others, meeting targets and deadlines</td>
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<td>• To have the ability to project and event manage with proven organisational skills</td>
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<td>• To have an ability to effectively multi-task and keep a calm disposition</td>
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<td>• To have excellent all round interpersonal skills</td>
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<td>• To have a flexible attitude to working hours and adapt to changing circumstances</td>
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<tr>
<td>• To have an awareness of areas for personal development and a willingness to develop those of others</td>
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D – Desirable E - Essential

*This job description is not definitive or restrictive and will be subject to periodic review*
The Right to Work in the UK

The law on preventing illegal working is set out in the Immigration (Restrictions on Employment and residential Accommodation) (Prescribed Requirements and Codes of Practice) and Licensing Act 2003 (Personal Premises and License) (Forms) Order 2021, which describes the list of acceptable documents that can be presented to prove a right to work as from 1 July 2021.

When attending interview we ask that you bring with you the original(s) of the document(s) detailed in one section only of either list A or B on the below 'Proof of Entitlement to Work'.

Proof of Entitlement to Work

List A – acceptable documents to establish a continuous statutory excuse

1. A passport (current or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.
3. A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A birth or adoption certificate issued in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person’s permanent National
Insurance number and their name issued by a government agency or a previous employer.

10. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.

**List B Group 1 – documents where a time-limited statutory excuse lasts until the expiry date of leave**

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021.
6. A frontier worker permit issued under regulation 8 of the Citizens’ Rights (Frontier Workers) (EU Exit) Regulations 2020.
7. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.

**List B Group 2 – documents where a time-limited statutory excuse lasts for six months**

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey showing that the holder has made an application for leave to enter or remain under Appendix
EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.
Equal Opportunities Policy

We are an equal opportunity employer.

We have a policy to ensure no job applicant or employee receives less favourable treatment on the grounds of, sex, disability, marital status, civil partnership, colour, race, ethnic origin, age, nationality, religion, religious belief (or lack of belief), sexual orientation, gender orientation, gender re-assignment or is disadvantaged by conditions or requirements that cannot be shown by us to be justifiable.

We actively encourage applications from people with disabilities. If you have a disability and claim a guaranteed interview, then you only need to meet the minimum qualifying criteria for the job you have applied for at the application and selection testing stages of the recruitment process. You will then automatically be invited to the final stage.

We frequently review selection criteria and procedures to ensure that individuals are selected, promoted and treated on the basis of their relevant merits.

All our employees are given equality of opportunity and are encouraged to progress within the organisation.

We are committed to an ongoing programme of action to make this policy fully effective.

To ensure this policy is fully and fairly implemented and monitored and for no other reason, please complete and submit the online Equal Opportunity Monitoring Form.

Disability Disclosure
(Please read guidance note below)

The Equality Act 2010 is designed to help make sure that disabled people have a fair chance of getting into and staying in employment. If you tell us you are disabled, we will make reasonable adjustments to the selection process and the working arrangements for this post, wherever possible. Please provide any information that you wish us to be aware of at this stage of the recruitment. This section will be passed to a member of the HR team, who will contact you if you are short listed to discuss the information you have provided.

1. Do you consider yourself to be a disabled person? (Please read note below*):
2. Do you meet the Equality Act 2010 definition of a disabled person? (Please read note below**)
3. If your answer is "yes" to either of the above questions, do you wish to apply under the Guaranteed Interview Scheme?
4. Do you require any adjustments to the selection process, including the interview? Please give details:
5. If you were appointed to this post, would you require any adjustments to the working arrangements or practices? Please give details:
Guidance
Definition of Disability*:

A disabled person is someone who has a mental or physical impairment that has a substantial and long-term adverse effect on the person’s ability to carry out normal day-to-day activities.

The Equality Act 2010** states that a person has a disability if she or he has a physical or mental impairment, which has a substantial and long-term adverse effect on her or his ability to carry out normal day-to-day activities. Included in this definition are the following:

- Physical impairments (including asthma, diabetes, epilepsy etc)
- Mental impairments relating to mental functioning, including learning difficulties and mental health issues which are clinically well recognised
- Sensory impairments such as hearing impairment or visual impairment (not corrected by glasses)
- Progressive conditions such as cancer, multiple sclerosis, muscular dystrophy or HIV infection
- People who have had an impairment in the past but have since recovered such as cancer, mental health issues