

Job Title: Part Time (0.5) Bilingual Project Administrator (FTC 9 months)
Location: Eastleigh, Hampshire : Other working locations considered
Salary: £26,444 FTE

Vocational Training Charitable Trust (VTCT) is a specialist awarding organisation (AO) and current market leader in the Hair and Beauty sectors. Launched in 1962, it offers vocational and technical qualifications, including apprenticeships, in a range of service sectors.

As a market leader in the creative industries, VTCT has a strong commitment to its core charitable objective: the advancement of education in the UK and internationally for over 100,000 learners and apprentices.

The Bilingual Officer co-ordinates the Welsh bilingual project which spans across various departments. The role will involve co-ordinating the translating of qualification Record of Assessment books and supporting resource material to enable the company to be able to offer bilingual supporting material to VTCT's Welsh centres and their learners.

They will monitor costs for a set budget and maintain an audit trail of expenses in relation to the bilingual project kept.

Reporting to the Qualifications and Regulations Co-ordinator, the successful candidate must have:

- Experience of coordinating workflow within a project
- Experience of working with external companies within agreed SLA's
- Excellent communication skills
- Excellent customer service skills
- Flexible approach, team player
- Ability to work to deadlines under pressure
- Sound time management and organisational skills
- Proactive in finding the most efficient methods of working
- Ability to develop positive relationships with stakeholders
- Experience of working in a busy, deadline orientated environment
- Excellent administrative and organisational skills
- Excellent stand of written English
- Excellent attention to detail and proof reading skills
- Proficient IT skills including Microsoft Office and be competent in the use of Adobe InDesign or similar software package
- Maths and English at Grade C/4 or above (or equivalent)

It would be desirable for the successful candidate to have:

- Experience of working within a bilingual setting
- Ability to read or speak Welsh
- Basic knowledge of the education sector
- Educated to degree level.
- Project management qualification or equivalent.
- Language qualification at level 3 or above.
- Knowledge of the Welsh educational landscape.

Further details on the role can be found at www.vtct.org.uk



To apply: Please send us your details via 'Apply' where you will be asked to provide a comprehensive CV including full work and educational history.

Closing date: Midday on Friday 23 August 2019

The group of VTCT companies includes: the charity VTCT through which main Board business and governance is transacted; Digital Assess Software Ltd which is a wholly owned trading subsidiary of VTCT; and EMS Ltd, t/a ITEC, a wholly owned trading subsidiary of VTCT.