

CEP Administrator Job Description



Overview

The role of CEP administrator is key to the charity. In broad terms, the role primarily involves working through CEP champions to encourage teachers in the CEP schools to propose partnership events which they, the teachers, are keen to deliver to young people in the CEP family. Once the proposals are approved by the Trustees, the role of the administrator is then to provide administrative assistance for each event. This involves, amongst other things, advertising the event to CEP schools, creating attendance registers, collecting feedback and ensuring that CEP events comply with the highest standards of safeguarding. In addition to this, there are a small number of partnership events for which the administrator will guide an external facilitator to lead and deliver an event. Beyond this core work, the administrator will be expected to update the CEP website and promote events on social media. For further information about the structure and purpose of CEP, see the accompanying Fact Sheet.

Job Purpose

To act as the primary focus for the administrative work of the Cheltenham Education Partnerships. The postholder will maintain the charity's records and administer financial and budgetary management, working to the highest standards of good practice. The post holder will work closely with the volunteer Trustees and partner organisations to build an engaging programme of events and undertake the work to make these events happen safely and successfully.

The postholder will need to be adept at project management and in particular, at ensuring others deliver to project timelines through gentle persuasion. They will ensure that excellent administrative processes make it easy for others to engage and contribute effectively.

Administration

- Under the guidance of Trustees, help build a programme of events with our partners
- Co-ordinate events including booking venues, engaging voluntary resources and planning and monitoring effective project timelines
- Put in place checks and processes to ensure that events are delivered in line with stated aims and objectives
- Ensure that events are delivered to time and budget, flagging anticipated issues to the Trustees at an early stage and suggesting mitigations where possible
- Ensure that Health and Safety considerations are considered in the planning and adequately addressed for all events
- Organise CEP central events
- Support stakeholder events
- Co-ordinate with visiting experts and event speakers to ensure they are comfortable with their role at events and feel supported and understand the CEP expectations of them. This will include thanking them after the event and maintaining their ongoing relationship with the charity.
- Manage the advance booking of events attendees, keeping venues informed as necessary.
- Record attendees and ensure feedback forms are completed for each event
- Analyse impact outcomes and report on success factors and use the data collected to suggest improvements
- Ensure adherence to CEP's policies and prompting the Trustees to review policies on an annual cycle
- Organise Operations Group meetings including producing committee papers, taking minutes and co-ordinating post-meeting actions

Communication and Marketing

- Act as a central point of contact and information for all enquiries to the CEP
- Respond to general queries and enquiries about specific events in a timely manner ensuring professional and friendly communications in line with the ethos of the CEP
- Work to publicise the termly programme of events
- Maintain high level communication to stakeholders to ensure everyone knows their role and is updated with changes as needed
- Liaise regularly with Operations Group members, Stakeholder Group members, and wider partnership networks
- Oversee and update the CEP website
- Manage social media posts
- Build and maintain an effective local network in our partner organisations

Fundraising

- Identify potential income streams using your network and targeted research, reporting opportunities to the Trustees in good time to act
- Support bid applications with detailed information re CEP activities
- Liaise with funding agencies to ensure the smooth transfer of funding and appropriate monitoring and reporting back to agencies

Finance

- Oversee tracking and expenditure of the CEP budget acting in line with financial best practice
- Report to the Trustees on expenditure and income
- Maintain a robust forward view of financial income and commitments, flagging anticipated issues proactively and suggesting mitigations where possible

Safeguarding

- Ensure the highest safeguarding practice in the implementation of CEP's safeguarding policy
- Communicate our Safeguarding expectations to our partners, visiting experts and other responsible adults for all events.
- Maintain safeguarding records.

Person Specification

Essential

- Secondary Education Sector understanding
- Initiative
- Team worker
- Team builder
- Meticulous administration
- Excellent communication skills
- Budgetary experience
- Website and Social media expertise
- Adaptability

Desirable

- Degree qualification

Terms and Conditions

The CEP Coordinator reports to the CEP Trustees, is line managed by the CEP Vice Chair and is expected to report in person at all Trustees' and Stakeholders' meetings.

- This is initially a one-year, fixed-term contract.
- Salary of £20,000 *per annum* based on 20 hrs per week (39 weeks). This is based on a full-time equivalent salary of £41,623 *per annum*.
- 20 days of annual leave plus all statutory bank holidays
- Pension through the Nest scheme.
- All reasonable expenses incurred will be reimbursed by the Trustees.

An indicative pattern of work is set out below, but the post holder should be prepared to work flexibly and adapt to changing demands:

- 5 hrs per week attending events, liaising with stakeholders
- 10 hrs per week administration, finance and safeguarding
- 2 hrs per week marketing and fundraising
- 3 hrs per week miscellaneous

Some flexibility with hours required for occasional evening events.

It is envisaged that post-holder will work from home, visiting the stakeholders of CEP when this is necessary for the fulfilment of duties and responsibilities of the position.

Start-date: 1 September 2025.

HOW TO APPLY

Deadline for applications: Wednesday 18 June 2025

Interviews: w/c 23 June

Please send CV and a Covering Letter to Enquiries4CEP@gmail.com

If you would like an initial conversation about this vacancy, please email Enquiries4CEP@gmail.com with your telephone number and availability.

May 2025