venturetrust

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# Job Description – Quality Assurance Administrator

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| Job title: | Quality Assurance Administrator |
| Location: | Edinburgh |
| Salary range: | £16,151 – £18,633 gross per annum |
| Contract type: | Permanent Part-Time |
| Hours: | 22.5 per week, exact pattern to be agreed but preferably worked across at least 4 days |
| Responsible to: | Employability Development and Quality Manager |
| Responsible for: | n/a |

## Job Overview

Venture Trust works with people experiencing complicated life circumstances. Through the provision of wilderness-based personal and social development programmes, we equip them with the confidence, motivation and core life skills that they need to make positive changes in their lives.

Based from our Head Office in Edinburgh, you will support our Outreach and Funding Teams to ensure contractual and internal quality compliance in our programmes. In particular, you will be responsible for undertaking quality assurance of systems to identify missing documents or information, and liaising with Outreach Workers and employers and other external agencies to collate required information to deadlines. Where required at reporting stage, you may also support the Funding Team to collate appropriate information for funder reports.

You will also support the Outreach Team with the registration and completion of candidate data on external systems, including Caselink, OSCER and CTS, drawing down information from our internal PIMS database system and uploading additional information or paperwork to this.

You will also participate in and take minutes at the Quality and Compliance working group.

## Main Duties and Responsibilities

### Quality Compliance

- Carry out regular assessment of systems' data to meet contractual obligations, identifying missing or incomplete information or documents.

- Liaise with Outreach Workers to collate missing information, highlighting deadlines and other requirements.
- Liaise with external agencies (employers, colleges etc) to collate documents and evidence in relation to client destinations.
- Contribute to the development of guidance, processes and documentation to support Venture Trust staff in meeting required standards for recording information.

**Systems Administration**

- Register participants on external systems, including Caselink, OSCER and CTS.
- Migrate information from our internal PIMS system onto the external systems.
- Upload documents to both internal and external systems.
- Support Outreach Workers to prepare paperwork for programmes and SQA delivery where required.

**Other**

- Be conversant in current policy and practice relating to data management including appropriate use of information e.g. Data Protection.
- Participate in and minute the Quality and Compliance working group.
- Undertake any training and professional development as and when required.
- Undertake any other reasonable duties, commensurate with the job title, as may be determined by the line manager.

**Person specification**

Skills and experience

Essential:

- Proven experience of working with databases and systems, including inputting and extracting data.
- Excellent attention to detail and organisational/planning skills.
- Ability to self-manage, prioritise and work under pressure to tight deadlines.
- Ability to communicate effectively with colleagues, participants and external stakeholders.
- Ability to work effectively as part of a team.
- Proficient in Microsoft Office, particularly Outlook, Word and Excel.

Desirable:

- Experience of working with European and Employability Fund systems.
- Knowledge of employability initiatives, policy and practice.
- Knowledge of legislation and current good practice relating to information management.
- Ideal candidate will be educated to SQA higher level or equivalent.

Personal qualities:

- Commitment to Venture Trust's mission and values - desire to make a difference.
- Proactive.
- Team player.

- Flexible, and willing to work in the constantly changing environment of a growing service-providing charity which operates across the UK.
- Conscientious and responsible.
- Ability to support and enthuse others and maintain a professional image.

Venture Trust is committed to promoting equality and diversity.

Venture Trust is a registered
charity in Scotland (SCO38932)
and England and Wales (285891).
Registered office: Lion House,
Red Lion Street, London WC1R 4GB.