

Job Description – National Careers Service – Administrator (Compliance)

HRF20

Post	National Careers Service Administrator (Compliance)
Job Purpose	To be responsible for supporting the compliance and central team procedures for National Careers Service in London
Location	Prospects House, Bromley
Line Manager	Contracts Manager
DBS Disclosure	Not required

To comply with and understand Prospects safe guarding policy and procedures and take action as appropriate in relation to children and vulnerable groups regarding matters of safety, protection and wellbeing.

Prospects is committed to promoting equality of opportunity, valuing diversity and eliminating discrimination, as a core value.

Job Description

This is a general description. The emphasis on duties may vary depending on the work location training, experience and support.

- To support the Central & Compliance team in ensuring contract compliance and quality standards are met for In Community Contract
- To support the administration of internal and external audits as required, and undertake desktop audit checks
- To collate data as required to support the Central and Compliance Team
- To undertake the administration of training events as required
- To undertake a range of administrative tasks to support the Central and Compliance Team and the wider National Careers Service team
- To attend meetings and training events relating to the role as required
- Ensure adherence to the company's equalities and diversity policy
- Other duties commensurate with the nature and level of the post.

Personal Specification

- Excellent organisational skills
- High level of written communication and numeracy skills
- Good IT skills, including ability to use Word; Excel and databases

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- Able to demonstrate attention to detail
- Able to undertake repetitive work whilst staying focussed
- Able to work with data
- Able to communicate effectively with colleagues and external organisations
- Flexible and adaptable approach to work role
- Able to meet deadlines and objectives while managing conflicting demands
- Able to work effectively in a team to support team members.
- Willing to occasionally travel across London
- A commitment to and understanding of equality and diversity.