**Curriculum Administrator January 2025**

* Post Ref: 105351– Curriculum Administrator
* Department: Business Support – Skills & Learning Adult Community Education
* Salary details: £25,585 to £27,696 (Band E - 1 FTE)
* Employment Status: Full Time
* Hours: 37 hours a week
* Contract Type: Permanent
* Closing date: 7th February 2025
* Interview date: TBC

Skills & Learning Adult Community Education is an Ofsted rated ‘Good’ provider. Our service is a cornerstone for adult education across Dorset, offering a diverse range of learning opportunities aimed at enhancing skills, gaining qualifications, promoting well-being, and improving life opportunities for the community we live and work in.

The service is seeking an individual to join our Business Support Team as a Curriculum Administrator. This position offers the chance to make a significant impact on the professional delivery of the service and your work will involve direct communication with learners, colleagues, and partners. You will be pivotal in supporting the day-to-day operations of our courses and exams, ensuring smooth communication with learners and effective monitoring of attendance and achievements alongside business development and improvement activities.

If you possess strong administrative and communication skills, are eager to contribute to the success and wellbeing of our learners and would like to be part of our mission to improve life chances, support vulnerable adults, and strengthen our community through education, we would welcome your application for this fulfilling role.

Please visit [http://www.skillsandlearningace.com](http://www.skillsandlearningace.com/) to find out more about our work.

For an informal discussion about the role please contact Terri Clark on [terri.clark@bcpcouncil.gov.uk](mailto:terri.clark@bcpcouncil.gov.uk)

*As a result of the creation of BCP Council in 2019, we are working on simplifying our terms and conditions of service and will be creating a single pay structure which is to be applicable for all employees. It is important to us that we offer benefits that our colleagues value as part of their total employment package and we are reviewing these to make sure we have it right. We have been in a process of collective bargaining since 2019 and have positively worked forward to reach an agreed position with the unions for the new contractual offer. This has taken longer than we hoped and therefore we are having to consider all alternative avenues available to enable us to remove inequality in the organisation as a result of bringing together 3 councils.*

*We are in the process of establishing a timescale for implementation, and all colleagues joining us will be included in these changes. We want to reassure everyone that whichever route is taken to reach the new terms and conditions, we can honour continuous service and there will not be any job reduction as a result of the implementation of Pay and Reward.  If you have any questions at all about this process, please feel free to raise this using the contact details above.*