

**Position:** Administration and Education Officer

**Location:** Crieff High Street, Heartland FM

**Hours:** Part-time, 8 hours per week (0.2 FTE)

**Salary:** Pro-rata £23,000 per annum.

## **Job Overview:**

This role involves co-ordinating the general administration of Heartland FM including liaison with the local community and our volunteers. Developing strong relationships with local community leaders, local authorities and educational establishments. Concentrating on enhancing our educational offerings and overseeing the internal elements of our educational programmes.

## **Key Responsibilities:**

- **Education Programme Management:** Oversee the planning and execution of educational programmes within Heartland FM, including media workshops, educational partnerships with local schools and colleges, and support for additional support needs (ASN). Understanding student life cycle from registration to graduation and where community education can play a part.
- **Administration:** Serve as the first point of contact for Heartland FM, including general, community and education.
- **Support for Educational Outreach:** Collaborate with the Community Outreach Officer to ensure educational components of community events are well integrated and supported.
- **Record Keeping and Compliance:** Maintain detailed records of all educational activities and manage compliance with educational standards and funding requirements, focusing on the efficient use of resources and alignment with lottery funding criteria.
- **Marketing:** Assisting with marketing activities relating to education events and HFM community activities.
- **General Duties:** The successful candidate will be expected to undertake general duties that contribute to the broader objectives of Heartland FM and support our vision.

## **Person Specification**

### **Desirable**

- Previous experience in a customer facing role
- Experience in educational administration
- Experience in working with young people and vulnerable adults
- Knowledge of the Perthshire area

### **Essential**

- Strong, confident communication skills
- Attention to detail
- Experience in Microsoft Office and Google Workspace
- PVG certified (Heartland FM will provide support in gaining this certification)

**How to Apply**

Send your CV with a covering letter to [chairman@heartlandfm.co.uk](mailto:chairman@heartlandfm.co.uk) by 16<sup>th</sup> December 2024