Role Specification

Title: **Project Assistant**

Grade: **10**

Unit: **Apprenticeship Services**

Reporting to: **Apprenticeship Manager (Grade 6)**

Ref: **353**

Role Summary: This is a one-year temporary role to support the Apprenticeship Team in the management and implementation of the Apprenticeship Capital Funding Project. The key focus ofthis funding will be on reducing waiting lists in critical craft apprenticeship areas, electrical, carpentry and joinery and plumbing. However, other immediate apprenticeship needs may also beaddressed, up to the limit of the €10 million envelope. The candidate has responsibility for the verification process and tracking spend, liaising with internal and external stakeholders, generationof reports on a weekly and monthly basis and monitoring of the capital funding process.

Key Tasks/Responsibilities:

1. Support implementation of the Apprenticeship Capital Funding Project
2. Liaise with internal and external stakeholders
3. Maintenance of the capital funding master file
4. Implement current procedure/s
5. Coordinate monthly stakeholder communication to collate monthly expenditure
6. Liaise with stakeholders on matters associated with the fund and resolution of same
7. Finalise documentation for management approval
8. Generate weekly and monthly statistical reports for management
9. Prepare and present a range of report findings from the Apprenticeship Capital Funding toSOLAS management as required
10. Undertake any other projects/tasks as required by Apprenticeship

Requirements:

Essential:

- Expert in Microsoft excel
- Demonstrated experience of supporting funding related projects
- Detail oriented
- Proven record as an excellent communicator
- Strong report writing and analytical skills
- Relevant IT qualification