



Cumberland Council

Post Specification

Date	December 2024
PG Number	8482
Post Title	Skills Bootcamp Support Assistant
Job Family	Organisational Support
Job Family Role Profile	BS6
Final Grade	Grrade 6

To be read in conjunction with the job family role profile

Service Area description	
Skills Bootcamps play a pivotal role in the design, development and delivery of flexible training programmes aimed at bridging the technical skills gap in various sectors. Skills Bootcamps are developed in partnership with local employers, providers and authorities, ensuring alignment with the prevailing market demands.	
Purpose of this post	
To support the Enterprising Cumbria Skills Bootcamp Team to enable a successful, smooth delivery of Skills Bootcamps across Cumbria.	
Key job specific accountabilities	
<ol style="list-style-type: none">1. Organise and provide responsive, flexible, effective and efficient administrative support to the team.2. Provide support to the team as required to ensure the necessary grant funding requirements are adhered to.3. Liaise with training providers and stakeholders, ensuring a courteous and professional approach to queries. This will include communicating across various channels including, but not limited to, face to face, telephone, mail and electronic.4. Promote services offered through attending stakeholder events and managing media – website, social media and newsletters.5. Plan and prioritise own work ensuring priorities are achieved in a timely manner.6. To maintain, input, extract and report on, as required, information into various service specific systems including databases and spreadsheets (including financial and budget reports).7. Monitor and process financial transactions including general ordering and receipting, as well as monitoring and identifying potential errors with invoices and verifying payments.8. Support the wider Enterprising Cumbria team where needed.	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none">• None
Staff Management Responsibilities	<ul style="list-style-type: none">• None
Other	<ul style="list-style-type: none">• None
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none">• NQF or NVQ Level 2 or 3, or equivalent experience or knowledge in the relevant work area.• Willingness to undertake training to support delivery of the service• ICT literate• Experience of MS office software especially word and excel?• Experience of working in an office environment	

- Customer service experience and dealing with stakeholders
- Proven experience of using databases and analysing data?
- Proven experience of maintaining accurate records and working to deadlines
- Proven experience of prioritising own work load
- Ability to travel

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	<ul style="list-style-type: none"> • None
Physical Demands	<ul style="list-style-type: none"> • None
Working Conditions	<ul style="list-style-type: none"> • None