

# Job Description

Role Title:	Executive Administrator – Estates & Major Capital Projects
Normal Place of Work:	Weymouth and Kingston Maurward campus
Line Manager:	Head of Executive Coordination

## Main purpose of role

To provide high-level executive and strategic administrative support to the Director of Estates and Major Capital Projects, enabling the effective planning, delivery and governance of estates strategy and major capital programmes. The postholder will play a central role in producing high-quality Board and Executive reports, coordinating plans that support estate development, leading communications relating to estates projects, and contributing to the development of funding bids and business cases.

## What we stand for:

Here at Coastland College, we have one purpose which stands as an ever-present and unchanging reminder of why we're here: to inspire our students and apprentices for individual success beyond expectation, ensuring that they are future-ready and prepared for today and tomorrow's world.

We're proud of who we are and the ambitious, dedicated teams who always strive to bring out the very best in our students. Recruiting more brilliant individuals who share our values and passion is so important to us, so do our values speak to you?

**We are Connected:** Inspired by our heritage, we play a key part in a collaborative ecosystem – where everyone has a platform to grow, contribute and make an impact beyond borders.

**We are Courageous:** In our relentless pursuit of excellence, we embrace challenges both big and small – we have the determination to succeed, through deep-rooted curiosity and resilience.

**We are Dynamic:** We embrace innovation, technology, industry advances and hands-on learning, in everything we do – helping and challenging employers to ensure they thrive in their sector.

**We are Empowering:** We create opportunities for all; our staff, our students, our community, the economy and the world – opening doors and helping everyone achieve their full potential.

**We are Welcoming:** We celebrate diversity, ensuring a safe, inclusive, supportive and sustainable environment for all – a space where everyone is valued and treated with respect.

## What will the job entail?

### Executive and Strategic Support

- Provide proactive executive support to the Director of Estates and Major Capital Projects, including diary management, preparation for key meetings, follow-up actions and coordination of priorities.
- Act as a trusted professional partner to the Director, anticipating needs and supporting effective decision-making.
- Coordinate key governance cycles relating to estates, including Executive, Board and Committee submissions and deadlines.
- Support the development and tracking of strategic plans, departmental objectives and delivery milestones relating to estates development.

## **Board and Executive Reporting**

- Use quantitative and qualitative data provided by the estates team, finance and other services to produce clear, accurate and insightful reports for the Board, Executive and Committees.
- Translate complex estates, capital and project information into accessible narrative for senior stakeholders and governors.
- Maintain a forward planner of reporting requirements and ensure timely submission of high-quality documentation.
- Support continuous improvement in reporting formats, dashboards and management information relating to estates performance.

## **Planning and Estate Development Support**

- Work closely with the Director to help draw together and coordinate plans that support the long-term development of the College estate.
- Support the preparation of project documentation including business cases, project initiation documents, option appraisals and strategic proposals.
- Track progress against estates programmes and major capital projects, maintaining accurate records and action logs.
- Assist with consultation activity by coordinating feedback from stakeholders and helping shape documentation that reflects organisational priorities.
- Support project management activity across estates and capital programmes, including maintaining project plans, timelines, risk logs, issue trackers and delivery milestones.
- Use digital tools (e.g. Excel, project management software, planning tools or similar systems) to develop, visualise and maintain clear project plans and delivery schedules.
- Assist in mapping complex programmes of work into structured plans that support strategic oversight, decision-making and governance.
- Produce electronic planning documents such as Gantt charts, delivery roadmaps, action trackers and progress dashboards to support effective monitoring of projects.
- Coordinate updates from multiple stakeholders and translate these into coherent, up-to-date project documentation.
- Support the Director in ensuring that plans remain aligned to strategic priorities, funding requirements and governance expectations.
- Contribute to continuous improvement in planning processes, documentation quality and project tracking methods.

## **Communication and Stakeholder Engagement**

- Lead on internal and external communications relating to estates development and capital projects, ensuring clarity, consistency and professionalism.
- Draft briefings, updates, announcements, newsletters and web content relating to estates projects and developments.
- Act as a key liaison point between the estates function and wider College teams, supporting effective engagement with curriculum, professional services and external partners.
- Support the Director in preparing presentations for staff, governors, external stakeholders and partners.

## **Bid Writing and Funding Support**

- Contribute to the development of funding bids, capital funding submissions and external proposals.
- Draft and edit sections of bids including strategic context, organisational background, project rationale, outcomes and impact.
- Coordinate the collation of supporting evidence, data and appendices for funding submissions.
- Maintain a library of bid materials, standard organisational content and evidence to support future submissions.

## **Administration and Governance**

- Organise and service key meetings (e.g. project boards, steering groups), including agenda setting, paper collation, minute taking and action tracking.
- Maintain accurate records of decisions, project documentation and correspondence.
- Handle sensitive and confidential information with discretion and professionalism.
- Support compliance with internal processes, governance expectations and regulatory requirements.

## All Staff Responsibilities, regardless of role:

- Embed safeguarding into all working practices and escalate any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective employees as part of the application process.
- Adhere to Health and Safety best practices and ensure a safe working environment for everyone, according to the Health and Safety at Work Act.
- Champion and be an advocate for Equality and Diversity throughout the College, complying with all related policies and their recommendations.
- Model and promote employee values and behaviours in accordance with the Staff Code of Conduct.
- Actively participate in your appraisal, contributing to a culture of courageous self-reflection, empowerment and professional growth.
- Positively represent and promote the College both internally and externally, acting as an ambassador.
- Contribute to cross College events, supporting and promoting the College across both campuses.
- Undertake appropriate personal and professional development activities engaging with the cross-College staff development and health and wellbeing activities.
- Use all available resources efficiently and effectively, in line with environmentally and sustainable practices.

**Note: This job description sets out the main responsibilities for the post, however, is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities undertaken.**

# Person Specification

Shortlisting is completed by hiring managers against the Person Specification, so this is your chance to showcase what you can offer. Please ensure you demonstrate in your application how you meet the criteria outlined below to give yourself the best chance of success at shortlisting stage.

Qualifications	Essential	Desirable
English and Maths at Level 2 or above	Y	
First Aid Qualification for willingness to work towards	Y	
Knowledge and Experience	Essential	Desirable
Significant experience in a senior administrative, executive assistant, governance or project support role	Y	
Experience of coordinating complex work across multiple stakeholders	Y	
Experience of working in estates, capital projects, education, public sector or similarly complex environments		Y
Experience using digital tools to support project planning and tracking (e.g. project management software, Gantt charts, dashboards or similar)		Y
Experience contributing to bid writing or funding applications		Y
Experience supporting Board or governance processes		Y
Familiarity with project management approaches		Y
Skills and Abilities	Essential	Desirable
Proven ability to produce high-quality reports for senior leaders, boards or committees	Y	
Strong ability to analyse information and data and present it clearly in written form	Y	
Excellent written communication skills, with experience drafting professional documents, briefings or proposals	Y	
Strong organisational skills with the ability to manage competing priorities and deadlines	Y	
High level of IT competence (e.g. Word, Excel, PowerPoint, Teams, SharePoint or similar)	Y	
Ability to structure complex activity into clear, manageable plans and documentation		Y
Personal Qualities	Essential	Desirable
Professional discretion and ability to handle confidential information	Y	
Highly proactive, with the confidence to work independently and use initiative	Y	
Detail-focused with a strong commitment to quality	Y	
Strong interpersonal skills and ability to build credibility with senior stakeholders	Y	
Calm under pressure, resilient and adaptable to changing priorities	Y	
Commitment to the organisation's values, including professionalism, inclusion and integrity	Y	
Other	Essential	Desirable