



Projects and Research Administrative Assistant (Education)

Are you:

- A motivated team player, able to work collaboratively and flexibly in line with changing team priorities?
- Well organised, able to manage your time and work across multiple projects in tandem to meet deadlines?
- Fluent in English?
- Interested in International Education?

Would you like to:

- Support the smooth running of a range of international education projects by liaising with different project stakeholders and assisting with administrative duties (e.g. scheduling meetings, taking minutes, filing documents) to facilitate timely project delivery?
- Support project delivery and product improvement through tasks including, but not limited to, report formatting and proofing, and actioning updates to our educational databases?
- Develop your knowledge of the UK and international education systems?

...then we would like to hear from you.

Who we are and what we do:

Ecctis delivers a wide range of services, products and projects in the field of international education. We help make sense of international qualifications and support a range of clients including individuals, universities and colleges, awarding bodies and government ministries.

The work is varied and the atmosphere is enthusiastic, collegial, and supportive.

Ecctis Ltd is committed to fostering a culture of inclusivity and connectedness. The core of our work involves working internationally with individuals all over the globe with different backgrounds. In recruiting for our organisation, Ecctis Ltd is an Equal Opportunities Employer, and welcomes the unique contributions you can bring; therefore, we specifically welcome applicants of all backgrounds, regardless of race (including colour, nationality, and ethnic or national origin), sex or gender, gender reassignment, sexual orientation, religion or belief, age, marriage or civil partnership, pregnancy and maternity, or disability.

The role:

As a Projects and Research Assistant you will work as part of our International Research team to support delivery of a growing portfolio of projects, research and publications. This will involve administrative and light research duties to support timely project delivery and product updates. The role will be highly collaborative in nature and require flexibility, time management, strong organisation skills and attention to detail.

Office location:	Cheltenham, Gloucestershire, UK
Hours of work:	Full time (37.5 hours week, Monday to Friday) and part-time considered. (Part-time – min. 24 hours per week ideally over a minimum of 4 days)
Starting salary:	£21,000 per annum or pro-rata for part-time
Benefits:	25 days annual leave plus bank holidays Company Pension scheme (the Company will match employee contributions up to a maximum of 6% of basic salary in the first year. Then the scheme becomes non-contributory with employer contributions of 10% leading to 20% based on years' service) Life assurance of 3 x basic salary for members of the pension scheme



Bupa Private Health Care Scheme with employee contribution
Employee Assistance Programme
Employee Ownership Trust:

- As an Employee Ownership Trust, we do things a little differently from some other organisations. Every one of our employees has a voice and our people are highly motivated and committed. Our structure allows for our combined success as an organisation to be shared equitably across the Company. The trust is indirect, meaning that eligible employees are not shareholders directly, however they are held 'in-trust' by the Trust's Board of Directors.
- The Employee Ownership Trust allows for a yearly tax-free bonus that is in addition to performance related bonuses to be paid to all eligible employees – dependant on the company's annual performance.
- Eligible employees: Employees must be employed for 6 months before being an eligible beneficiary of the Trust.

Please note: All applicants must hold a current permit or visa showing their right to work in the UK.

To apply: Email a copy of your CV with a covering letter explaining your suitability for this role to: recruitment@ecctis.com