

# Project Document Specialist & General Support

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## POSITION OVERVIEW

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| <b>Department</b> | Marketing & Recruitment  |
| <b>Location</b>   | London, St Katharine Docks/Hybrid  |
| <b>Term</b>       | Full-Time or Part-Time (20 hrs pw), Fixed Term (4 Months)  |
| <b>Salary</b>     | £28,000 pro-rata   |
| <b>Benefits</b>   | Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional) |
| <b>Start</b>      | ASAP   |

## The role

Northeastern University - London wishes to appoint a Project Document Specialist & General Support. The overall purpose of this post is to support the Head of Marketing, Admissions, Recruitment and Visa Compliance in completing the transition of completing the University's Academic handbook. The role requires someone with experience of a content management system, an eye for detail and proficiency in the Microsoft Suite.

Core duties will include:

- In charge of loading all public formal documentations onto [nchlondon.ac.uk](http://nchlondon.ac.uk) using Wordpress.
- Ensuring all College formal documentation adheres to the University's style guide.
- Occasional proof-reading.
- General administrative duties to include assisting the marketing & recruitment team

with various tasks such as answering the phone, helping with mailings and occasional event support.

- Any other duties commensurate with the level of responsibility of this post, for which the post holder has the necessary experience and/or training and as instructed by the head of marketing

## About the College

Founded in 2012, Northeastern University – London (formerly known as New College of the Humanities) has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University’s global network in early 2019, the University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021. The University continues to grow further expanding its student cohort, courses, network and opportunities.

## Person Specification Criteria (Essential/Desirable)

### Essential Criteria

- Microsoft Office Suite qualifications (advanced level obtained) [E]
- Excellent attention to detail [E]
- Experience using WordPress or alternative CMS system. Ability to prioritise workload, have good time-management skills, and the ability to work to deadlines [E]

### Desirable Criteria

- Experience working in the higher education sector, and some familiar working with policies, procedure, and specifications (D)
- Experience of providing complex document support (formatting and document management) and with working to deadlines [D]
- Ability to problem solve technically, when necessary [D]
- Excellent written communication Ability to display discretion, particularly when handling confidential documents and dealing with senior stakeholders [D]
- Excellent interpersonal skills to work with staff at all levels, including senior academic colleagues in College and beyond [D]

## Application Process

Applications should be made via [this link](#) by 20:00 on 30<sup>th</sup> October 2022. Please reference your application “**DMS922**”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Due to the urgency of this role applications will be reviewed on receipt, and it is possible that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit applications at the earliest opportunity.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.