**Job description**

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| **Job details** |
| **Job title:** | Part 3 Programme Administrator |
| **Directorate:** | Business Services |
| **Department:** | Part 3 |
| **Grade:** | 2 |
| **Location:** | Liverpool | **If other, state where:** | Click here to add an alternative location |
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| **Job purpose:**  |
| This role supports all aspects of the UK Part 3 Course and Examination. The role also provides administrator support to the Professional Studies Advisors and the RIBA Professional Education Development Records (PEDR) services. |
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| **Working relationships** |
| **Reporting to [job title]:**  | Professional Education Programmes Manager |
| **Number of roles this job manages:** [attach relevant organisation chart to show linemanagement] | 0 |
| **Other key relationships:**  | Professional Studies Advisors, the North-West Universities, and external venues (course and graduation). Internal key relationships are with RIBA Education, Membership, International and Finance. Departments.  |
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| **Main responsibilities** |
| * Provide administrative support across the RIBA Part 3 team to assist delivery in line with Architects Registration Board (ARB) prescription and RIBA validation requirements.
* Lead on the processing of purchase invoices following established procedures and chasing debtors to ensure timely payment in line with agreed candidate terms.
* Give support to the Professional Studies Advisors to ensure a timely and accurate PEDR service is provided.
* Co-ordinate additional professional education activities with corporate clients including booking of speakers for in-house delivery
* Maintain student files and course information to provide accurate records
* Responding to prospective and current candidate enquiries, issuing course information and application forms as appropriate.
* Responsibility for organisation & delivery of additional ad-hoc events i.e. Examiners Training Days, ADPPA committee meetings, Portfolio review sessions etc.; by liaising with venues & stakeholders to ensure the events run smoothly.
* Work with the Professional Education Programmes Manager in content gathering for [www.architecture.com](http://www.architecture.com) and the listing of events on other social media platforms.

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| **Useful information** |
| The RIBA Part 3 is the final course and examination as a student prepares to qualify as an Architect. The course is validated by the RIBA and has Architects Registration Board (ARB) prescription. It is delivered annually to c270 students based in the UK and overseas with a turnover of c£600k generating c£170k of profit for the RIBA. Each course comprises of 8 days residential study, a practice visit, monthly distance learning support and an office based examination. It is the only RIBA Part 3 course and examination run by the RIBA. This post provides administrative support across all aspects of the UK course.The programme carries potential reputational risk for the RIBA as it provides pastoral care and support for students as they study for their final examination before qualifying as an architect. Dealing with all enquiries in a prompt and professional manner, redirecting as appropriate, is fundamental in ensuring students receive the support they need.Whilst the postholder will follow a set working pattern, there will be a requirement for a flexible approach to working during peak times. This will include some weekend working to cover the UK residential courses and extended hours. There will be times when the postholder is the only member of the team in the office. They will be required to deal with all enquiries, redirecting and sourcing information as appropriate.   |
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| **Skills, knowledge and experience** |
| * Experience of managing and prioritising own workload
* Event management experience
* Experience of following and implementing established procedures
* Previous experience of financial processes would be beneficial
* Good attention to detail
* Good communication skills, both written and verbal
* Experience of using web and social media platforms
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| Written by: | Belinda Irlam-Mowbray | Date drafted: | 27/11/2017 |