

Job Title: Operations Administrator

Location: Truro (Office-based, open to flexible working conversations)

Contract Type: Permanent, Full-Time 37.5 hours per week

Salary: £24,570 – £26,000 depending on experience

This role is subject to a DBS check.

About TECwomen CIC:

TECwomen CIC provides an online community, in-person events and training opportunities for women and girls across Cornwall with a focus on technical, engineering, and creative digital skills (T.E.C). We focus on sectors where women are under-represented in the workplace and in education. This is a global problem, with local ramifications for women and girls in Cornwall.

We have been running the award-winning TECgirls project since 2019 and TECwomen CIC was established in June 2022. We operate in an agile environment, continuously learning and adapting to meet our mission.

More information about TECwomen CIC and the TECgirls project can be found here: [Home | TECwomen CIC HOME | Tecgirls](#)

Role Purpose

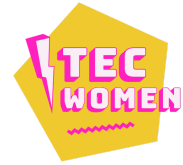
The **Operations Administrator** provides vital administrative support to ensure the smooth delivery and monitoring of TECwomen CIC's funded training programmes. This role is central to maintaining accurate participant records, managing project funding claims, and reporting outcomes in a timely manner. It also encompasses oversight of all our training resources and equipment (e.g. laptops and tablets); ensuring we have everything we need, when we need it and at our fingertips. Furthermore it includes office management administration and general administrative support.

By upholding high standards of data integrity and programme administration, the role supports TECwomen CIC in meeting the compliance, reporting, and impact requirements of our funded programmes - enabling us to stay focused on our mission to help women thrive (not just survive) in tech, engineering and creative digital industries.

Key Responsibilities

Data Collection & Data Entry

- Collect participant data in person and remotely, including contact details, eligibility evidence, and feedback
- Enter data into spreadsheets and reporting trackers to support accurate outcome monitoring
- Maintain consistency and accuracy across all project-related data



Claims & Financial Administration

- Collate receipts, timesheets and supporting evidence for monthly or quarterly funding claims
- Upload and manage invoices and expenses using Hubdoc
- Work closely with the team to ensure timely and compliant expense reporting

Document & Record Management

- Maintain organised digital records and filing systems
- Scan and securely store relevant documents, including signed attendance sheets, feedback forms, and ID checks
- Verify participant eligibility and manage ID documentation as required

Event & Workshop Administration

- Prepare and print workshop materials, pack event kits, and provide admin support during event delivery
- Set up and manage online booking forms and event registration pages
- Record attendance and collect feedback during events, and assist with post-event wrap-up and documentation
- Manage the inventory of training equipment, monitor its use and generally keep equipment organised and easy to locate. This will involve storing equipment used after an event.

Meeting Support

- Schedule meetings and coordinate internal communications
- Prepare agendas, take accurate minutes, and follow up on actions
- Assist with communications to participants, partners and delivery staff
- Book meeting rooms and external spaces, ensuring catering is in place

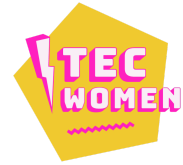
Monitoring & Reporting

- Update internal trackers and logs for project outputs and participant outcomes
- Support the preparation of monitoring reports and impact summaries for funders
- Contribute to improving administrative tools and processes where needed

Skills and Experience

Essential:

- Previous experience in an administrative support role
- Confident using Microsoft Office or Google Workspace, particularly spreadsheets
- High level of accuracy and attention to detail



- Excellent verbal and written communication skills
- Comfortable speaking with a range of stakeholders, including programme participants, funders, and partner organisations
- Ability to learn and follow systems and procedures quickly
- Organised, proactive, and able to manage your workload with minimal supervision
- A team player who values collaboration and shared success

Desirable:

- Experience working on a grant funded project or in a non-profit organisation
- Familiarity with digital tools like Hubdoc, Eventbrite, or Mailchimp
- An existing DBS check

Applications open: 20th August 2025

Applications close: 3rd September 2025

Interviews: 10th, 11th September 2025

Start Date from: No later than 13th October 2025 is preferred.