

JOB DESCRIPTION

JOB TITLE: **PROJECTS ADMINISTRATOR**
Reporting to: Head of Projects
Salary: £19.5k pa *according to ability and experience*

JOB PURPOSE

To provide comprehensive administrative support to the Head of Projects. To ensure the efficient delivery of room booking activities, including food ordering. To provide partnership services to support the Company's strategic objectives.

To co-ordinate and maintain efficient systems across a range of administrative areas with a high level of accuracy

MAIN DUTIES AND RESPONSIBILITIES

- 1 To support projects by co-ordinating project related activities and maintaining appropriate project files
- 2 To maintain accurate and up to date records and provide data, as required.
- 3 To support project claims processes and ensure that records and evidence of outcomes are accurately maintained and available for examination by project funders and auditors
- 4 To maintain project timesheets and expenditure records
- 5 To work with project delivery partners ensuring that they provide and return management information in a timely manner
- 6 To support the production of progress, monitoring and evaluation reports as required by project funders and other bodies
- 7 To support the development and planning of project-related events, including training and professional development events, programme management groups and Steering Group meetings
- 8 To deliver a high standard of customer care in all duties undertaken providing the best possible service to all customers (both internal and external) in line with the Company standards
- 9 To ensure appropriate security and confidentiality
- 10 To maintain and develop own knowledge and understanding, attending appropriate training and meetings, disseminating information across the team to and other relevant personnel
- 11 To administer room bookings including managing external catering companies for internal meetings

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as determined by the Head of Projects.

The post holder will be expected to adopt a flexible approach to ensure the efficient and effective running of the Company.

OTHER DUTIES

- 1 To ensure awareness of and compliance with all health and safety requirements taking reasonable care of the health and safety of yourself and other persons in accordance with the provision of Health and Safety legislation.
- 2 To exercise proper care in operating, handling and safeguarding any equipment and appliances provided and issued by the Skills and Education Group for individual or collective use in the performance of duties.
- 3 To keep up to date, so far as is necessary for the efficient execution of the job, with new legislation, procedures and methods.
- 4 To participate in the Company's appraisal process and to undertake appropriate training/development to ensure up-to-date knowledge and practices are applied and maintained for the efficient and effective performance of the job and to support the Company's strategic objectives.
- 5 To uphold and promote the Company's Equal Opportunities and Diversity policies and practices.
- 6 To present an appropriate professional image in official Company business.

TERMS AND CONDITIONS

The job is subject to the terms and conditions determined by the Skills and Education Group.

November 2019