



**Job Title:** Project Administrator  
**Grade:** 5  
**Salary:** £22,417 per annum due to funding restrictions  
**Department:** School of Business  
**Hours/Contract:** Full-time fixed term contract until 31 December 2020 with possible extension to 28 February 2021 subject to funding approval  
**Reference:** 2183

**Role Purpose:**

To work as part of the ‘Bridging the Digital Gender Divide to Stimulate Growth in African Digital Economies’ project team with responsibility for project administration including planning and coordinating of events and supporting in the development of marketing communications activity.

You will be line managed by the School of Business’s Marketing and Engagement Manager and work closely with other members of the Marketing and Events Team to support the School’s wider marketing portfolio.

**Resources Managed**

Meeting and event proceedings and action/follow-up plans, project calendar and marketing communications

**Main Duties and Responsibilities**

**Meetings**

- Co-ordinate and attend project meetings
- Collating and distributing reports/papers for meetings and ensuring the agenda is sent out to attendees in advance
- Meeting administration, taking and distributing formal minutes; recording clear actions and following these up to check completion; maintaining attendance records

**Events**

- Provide support in planning and organising project events
- Prepare programmes and manage registration at events
- Collate event presentations and record proceedings
- Management of travel arrangements and expenses

**Project materials and project calendar**

- Prepare, organise and distribute necessary project materials
- Provide support in the production of project information and reports
- Monitor the project calendar and synchronise project activities
- Create progress reports





### Marketing communications

- Manage relationships with all key stakeholders within member organisations
- Support in the development and delivery of online content for websites and advertising to support communications planning and digital media activity, including social networking and search engine optimisation.

**Provide administrative support to the project team and wider School marketing activities as required.**

### Internal and External Relationships

The post holder will work alongside the project team to support the project which is led by the Principal Investigator and includes two Co-Investigators in academic institutions in Uganda and Ghana, two consultants in the UK and seven partners in Uganda, Ghana and Israel.

The post holder will work directly with the Principal Investigator, meeting regularly with them to assess project needs and priorities.

### Planning and Organising

The post holder will provide support to the project team in planning and organising meetings and events; and in managing the production of project materials and marketing communications.

### Qualifications, Knowledge and Experience

#### Essential

- Educated to A-level or equivalent, or equivalent experience\*
- Demonstrable experience in a similar role\*

#### Desirable

- A relevant degree or diploma\*
- Project Management or Professional Administration qualification or relevant equivalent experience\*
- Experience of working in Higher Education\*
- Experience in supporting EPSRC or UK Research and Innovation funded projects\*
- Knowledge of best practices and sector standards for project management\*

### Skills, Abilities and Competencies

#### Essential

- Confidence when dealing with a wide range of people - face to face, written and verbally\*





- Demonstrable ability to multi-task and manage a varied workload, with exceptional organisational skills and the ability to meet a range of deadlines\*
- Able to work under pressure, with a flexible and adaptable approach\*
- Evidence of strong IT skills and confident using all Microsoft programmes\*
- Able to act on and work on own initiative\*
- Comfortable working with highly sensitive and confidential information\*
- Team player, with a keen willingness to help others\*
- Ability to meet strict deadlines\*
- Excellent written and oral communication skills\*
- Excellent interpersonal skills\*
- A high level of accuracy and attention to detail, including minute-taking of formal meetings and rapporteur of project events\*

**Desirable**

- Excellent skills in using Microsoft Project or equivalent project management software package

***\*Criteria to be used in shortlisting candidates for interview***

**Criminal Declaration**

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

**VITAL**

The University encourages all staff to live our [VITAL values](#) which are:

**Valuing People, Innovators, Together, Accountable, Leaders.**

**Equality and Diversity**

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

