

JOB DESCRIPTION

Project Administrator Vacancy

 Vacancy Ref – 1419-24

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| **Job Title:** Administrator |  **Present Grade:** 5S |
|  **Department/College:** Data Cyber Quarter / VC Office |
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| **Directly responsible to:** Data and Cyber Growth Project Manager |
| **Supervisory responsibility for:** none |
| **Other contacts****Internal:** Directors of Academic Centre of Excellence – Cyber Security Education, Data Cyber Quarter Management Team, Academic staff, Professional Services staff including Conferences Team, Partnership Teams, Widening Participation, Library colleagues and departmental officers. **External:** ACE-CSE community, Government Departments (accrediting bodies), IN4 Group, other higher education institutions, and industry partners |
| **Major Duties:****Administrative Support*** Work as part of team of administrative support for Lancaster’s Data Cyber Quarter (DCQ) flagship initiative
* Act as a point of contact for the University’s Academic Centre of Excellence – Cyber Security Education (ACE-CSE)
* Provide administrative support for activities delivered as part of the DCQ Skills and Talent workstream
* Arrange meetings and coordinate room booking and catering
* Create and maintain databases of interested parties/contracts
* Maintenance of website
* Support the preparation of proposals, reports, presentations and public outcomes
* Attend relevant events regionally and nationally

**Event co-ordination*** Planning and coordination of logistics for events
* Liaison with conference/workshop organisers to draw up an appropriate budget for the event
* Responsibility for registration and payment procedure, including processing credit card transactions
* Preparation of event materials and information packs
* Attendance at offsite events to ensure smooth registration procedures and assistance with organisational matters
* Maintenance of database logging planned Skills and Talent events and capturing the number of delegates attending each event
* Dealing with delegate enquires, assisting with travel and accommodation arrangements
* Reconciliation of accounts on completion of conference/event

**Other duties*** To undertake other duties commensurate with the grade of the post as directed by the Data and Cyber Growth Project Manager
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