

JOB DESCRIPTION

Project Administrator Vacancy

Vacancy Ref – 1419-24

|  |  |
| --- | --- |
| **Job Title:** Administrator | **Present Grade:** 5S |
| **Department/College:** Data Cyber Quarter / VC Office | |
|  | |
| **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 | |