JOB DESCRIPTION
Project Administrator for RECIRCULATE
Vacancy Ref: N1609

<table>
<thead>
<tr>
<th>Job Title: Project Administrator for RECIRCULATE</th>
<th>Present Grade: 6S</th>
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<td>Department/College: Lancaster Environment Centre</td>
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<td>Directly responsible to: RECIRCULATE Project Manager (Lancaster based)</td>
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<td>Supervisory responsibility for: Grade 4 PT Administrator</td>
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Other contacts

Internal: RECIRCULATE Project Director and Project Managers, internal LU support services (e.g. Research Support Office and Project Support Unit in relation to project administration and finances, Press Office in relation to marketing, Procurement/Travel Team in relation to travel, accommodation, visas, etc.), academic staff involved in all RECIRCULATE activities, supporting KE staff across LU.

External: Project supporting team in at RECIRCULATE Phase 1 partners (CSIR, LU Ghana and UniBen) and Phase 2 Partners (Botswana International University of Science and Technology, African Technology Policy Studies Network (Kenya)) Network), project subcontractors, UK and Ghanaian travel agencies, staff from partners attending training events, UK-based residences or research activities.

Major Duties:
This new role will take day-to-day responsibility for all administration associated the £6.8M RECIRCULATE project funded by Research Councils UK through the Global Challenges Research Fund (GCRF) (http://www.rcuk.ac.uk/funding/gcrf/growingcapability/).

GCRF funding over 4 years will support new partnership-based approaches to enable West African researchers to grow transformational impact through (i) working with, in and for their communities and (ii) developing robust, durable and equitable partnerships with UK researchers. The programme will have an initial focus on Ghana and Nigeria, with phased expansion to other partners in Kenya, Malawi, Zambia and Botswana.

Principal responsibilities include:
1. Providing high quality admin support to the Project Managers, Director and other project staff including liaising and communicating between project partners in the UK and sub-Saharan Africa. This will include:
   1.1. Working with Lancaster’s Research Support Office and Project Support Unit, and with administrative staff in partner organisations to administer, process and report all project finances to ensure RCUK compliance. The role holder will develop, implement and update processes for financial monitoring and reporting;
   1.2. Preparation of periodic management reports, which includes providing partners with clear guidance on information required, responding to queries, checking for completeness and collation of a coherent report;
   1.3. Collation of research outputs (new items, papers, policy documents) arising from the programme;
1.4. Working with the Lancaster University’s travel team focusing on planning, budgeting and supporting travel arrangements, such as visa applications, flights and accommodation and group bookings both from the UK and across West Africa. The candidate will need experience working with the supply chain in partnership and understand the importance of customer service delivery to support a large strategic project;

1.5. Working with others in the RECIRCULATE project to plan and manage the logistics of international workshops in Ghana, Nigeria and UK, and residences in Lancaster;

1.6. Acting as the main point of liaison between project staff, academic staff researchers, those attending training, and visitors to LU;

1.7. Providing administrative support for the RECIRCULATE Executive group and project Steering Group, including preparation of meetings of these groups;

1.8. Maintaining Project website and social media channels.

2. Working effectively with KE staff across Lancaster University and our partners to ensure the RECIRCULATE integrates into the wider programme of projects and activities.

3. Any other duties as deemed appropriate to the grade of the post and assigned by the RECIRCULATE Programme Director.