**JOB DESCRIPTION**

*Project Administrator, Research and Enterprise Services*  
*Vacancy Ref: N1755*

<table>
<thead>
<tr>
<th><strong>Job Title:</strong> Project Administrator</th>
<th><strong>Present Grade:</strong> Grade 5S</th>
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<tr>
<td><strong>Department/College:</strong> Research and Enterprise Services</td>
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<td><strong>Directly responsible to:</strong> U Start Project Manager</td>
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<td><strong>Supervisory responsibility for:</strong> Sessional staff as appropriate</td>
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<td><strong>Other contacts</strong></td>
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<td><strong>Internal:</strong> Enterprise team staff, Project Support Unit, other ERDF project managers and administrators, Finance, HR.</td>
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<td><strong>External:</strong> Funding body and intermediaries, e.g. MHCLG, UCLan U Start project team members, suppliers.</td>
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**ROLE SUMMARY**

Supporting the creation and delivery of value to Lancaster University, the Lancashire LEP region, UK central government and the European Union through the successful delivery of U Start; the ERDF funded project which supports student, graduate and staff start-ups affiliated to Lancaster University and its education partners to launch and sustain new ventures in Lancashire. Responsible for accurate project paperwork processing, and the development and maintenance of effective project administrative systems and processes.

**MAJOR DUTIES**

**Project Administration**

- Support the U Start Project Manager to maintain appropriate hard copy and electronic records as appropriate.
- Support the U Start Project Manager with the financial administration of the project.
- Support the development and maintenance of the project CRM/beneficiary records system in compliance with GDPR regulations, to ensure appropriate management and application of data.
- Provide management data for the U Start Project Manager and Enterprise Programme Manager and as appropriate, e.g. for the quarterly Project Progress Report.
- Work with other members of the Enterprise Team to ensure compliance and provide administrative support to events production, travel and other procurement requirements.
- Support the U Start Project Manager and other stakeholders to develop and monitor Key Performance Indicators (KPIs) for the project.
- Look to design and develop Enterprise Team management and administration systems processes and procedures to ensure the effective administration of the U Start project.
- Contribute to office management in relation to storage and availability of promotional materials, team resources, etc.
- Arrange and attend meetings and take minutes as appropriate.

**Internal & External Partner Liaison**

- Liaise with Project Support Unit within Research & Enterprise Services to ensure full compliance with internal processes and external contractual requirements as necessary.
- Liaise with central Finance and departmental finance officers as appropriate to ensure smooth processing of payments to suppliers.
• Liaise with the U Start Project Team at UCLan to harmonise approaches, share lessons learned and good practice, and arrange meetings and take minutes as appropriate.

**Promotion, Marketing & Beneficiary Engagement**

• Lead on the capture and processing of beneficiary registration information and Beneficiary Proposal and evidence of attendance at events.
• Handle beneficiary enquiries, either directly in person, or remotely via telephone and email, to ensure the necessary information is gathered to determine eligibility and secure engagement with the project offer.
• Support the compliant promotion of the U Start project across campus, either directly or through support to the Project Co-ordinator and other team members.
• Produce and post content on the Enterprise Team website and social media profiles and communications channels.
• Support other members of the Enterprise Team to produce events and activities as appropriate.

**Other**

• To undertake any other duties deemed appropriate by the U Start Project Manager, Enterprise Programme Manager, Head of Enterprise & Innovation Services and Director of Research, Enterprise & Innovation.

U Start is funded by the European Regional Development Fund.