

JOB DESCRIPTION
Project Administrator for ACTUATE
Vacancy Ref: N2004R-R

Job Title: Project Administrator for ACTUATE	Present Grade: 6S
Department/College: Lancaster Environment Centre	
Directly responsible to: ACTUATE Project Manager (Lancaster based)	
Supervisory responsibility for:	
Other contacts <p>Internal: ACTUATE and 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 ACTUATE activities, supporting KE staff across LU.</p> <p>External: Project supporting team in at ACTUATE partners (CSIR, LU Ghana and UniBen), project subcontractors, UK and Ghanaian and Nigerian travel agencies, staff from partners attending events, UK-based research activities.</p>	
Major Duties: <p>This new role will take day-to-day responsibility for all administration associated with the £0.7M ACTUATE GCRF Translation Project funded by Research Councils UK through the Global Challenges Research Fund (GCRF).</p> <p>GCRF funding for 15 months will support the co-design and co-delivery of two community-based demonstration bioenergy systems in Ghana and Nigeria. This demonstration programme will have an initial focus on community projects in Ghana and Nigeria. This project builds on a portfolio of GCRF-funded research and knowledge exchange at Lancaster, specifically linked to RECIRCULATE/ www.recirculate.global.</p> <p>Principal responsibilities include:</p> <ol style="list-style-type: none"> 1. Providing high quality administrative support to the ACTUATE Project Manager, ACTUATE and RECIRCULATE PI and other project staff, including liaising and communicating between project partners in the UK and sub-Saharan Africa. This will include:- <ol style="list-style-type: none"> 1.1. Working with Lancaster's Research Support Office and with administrative staff in partner organisations to administer, process and report all project finances to ensure RCUK compliance. 1.2. Preparation of quarterly 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 ACTUATE and wider RECIRCULATE project to plan and manage the logistics of international workshops in Ghana, Nigeria and UK, and inbound visits to Lancaster; 	

- 1.6. Acting as the main point of liaison between ACTUATE project staff, academic staff researchers, those attending training, and visitors to LU;
- 1.7. Providing administrative support for the ACTUATE Executive group and project Steering Group, including preparation of meetings of these groups;
- 1.8. Developing and maintaining Project website and social media channels.
2. Working effectively with KE staff across Lancaster University and our partners to ensure the ACTUATE 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 ACTUATE Programme Director.