**Job Title:** GCRF Project Administrative Support Officer  
**Vacancy Ref:** N2337

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<tr>
<th>Department/College</th>
<th>Present Grade: SS</th>
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<td>Lancaster Environment Centre</td>
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**Directly responsible to:** REcirculate Project Administrator (Lancaster based)  
**Supervisory responsibility for:** N/A

### Other contacts

**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.

**External:** Project supporting team in at REcirculate and ACTUATE partners (CSIR, LU Ghana and UniBen), project subcontractors, staff from partners attending events.

### Major Duties:

This 12 month role will support the finance and administration of GCRF funded projects specifically linked to REcirculate/ [www.recirculate.global](http://www.recirculate.global) and ACTUATE and international activity. The successful appointee must possess excellent administrative and communication skills, be able to work effectively within a team and ensure records and outputs associated with the project delivery are maintained at the level required.

Principal responsibilities include:

1. Providing a full administration and clerical support service for the GCRF projects REcirculate and ACTUATE.
2. Taking responsibility for the co-ordination/administration of project documentation. 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.
3. Collect, collate and process GCRF compliant expenses and project claims.
4. To ensure all project social media and web resources are kept up to date and monitor their effectiveness.
5. Checking project partner documentation to ensure it is complete and error free.
6. To act as a point of contact to administer, develop and monitor web, social media and outputs and track their impact.
7. Working with others in the ACTUATE and wider REcirculate project to support the planning and logistics of international workshops in Ghana, Nigeria and UK, and inbound visits to Lancaster.
8. Working with the REcirculate project manager on prioritised tasks as required.