

JOB DESCRIPTION
Vacancy Ref: N2377

Job Title:	ERDF Programme Administrator	Present Grade:	5
Department/College:	Careers		
Directly responsible to:	ERDF Project Manager		
Supervisory responsibility for:	none		
Other contacts			
<p>Internal Colleagues within Careers & Employability, Programme Support Unit (PSU) part of Research and Enterprise Services (RES); and Student Education Services (SES) other Business facing colleagues in other ERDF projects, Lancaster University students</p> <p>External The lead partner (UCLAN) administrator and project manager, external businesses and project stakeholders.</p>			
Major Duties:			
Purpose of the role			
<p>The post holder be responsible for all the clerical, administrative and financial monitoring and processes for this single ERDF funded project from start through to completion. The role holder will be an integral part of a busy team and support your project colleagues to communicate and co-ordinate project progress, resolve any issues and troubleshoot things as they arise. The post holder will be responsible for all project finance processing, timesheet collection and management of the administration and maintenance of paper audit trail, files, and records relating to student placement activity to support the Unite Plus ERDF Business Support Activity.</p>			
Principal duties, areas of responsibility or key outcomes:			
<ol style="list-style-type: none"> 1. To administer all financial transactions relating to the project ensuring a clear audit and accountability trail with each submission which ties back to activity. 2. To work with the Project Manager, and Business Advisor to ensure all activity is compliant with ERDF rules and regulations. 3. To liaise with internal Programme Support Unit staff and other ERDF project administrators to ensure best working practices are adhered to, and communicated clearly and appropriately. 4. To co-ordinate the collection, completion and submission of timesheets and assist the Project Manager in the preparation of activity reports for PSU and the lead partner UCLAN 5. To communicated effectively with project staff to ensure the project team maintains detailed documentation relating to each client, including registration documentation, student data, and project outcomes. 6. To communicate with students and staff regarding the placement programme via email, telephone, and in person including management of the Unite Plus mailbox and social media and posting of vacancy information on relevant sites. 7. Monitor and check the completion of project documentation by project staff to help minimise errors and gaps in information. 8. To undertake other administrative duties, undergo training and development appropriate to the grade of the post as required by Careers and Employability colleagues, the Project Manager, business advisor or PSU staff. 			