**JOB DESCRIPTION**

Ref: n2425

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Project Administrative Support Officer</th>
<th><strong>Present Grade:</strong></th>
<th>5s</th>
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</thead>
<tbody>
<tr>
<td><strong>Department/Faculty:</strong></td>
<td>Centre for Global Eco-Innovation, LEC</td>
<td><strong>Directly responsible to:</strong></td>
<td>Administration &amp; Graduate Placement Manager</td>
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<tr>
<td><strong>Supervisory responsibility for:</strong></td>
<td>N/A</td>
<td><strong>Other Contacts:</strong></td>
<td></td>
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<tr>
<td><strong>Internal:</strong></td>
<td>Eco-I North West project team, business development staff, academics, researchers, graduates &amp; students, Project Support Unit plus specialist and other outreach staff.</td>
<td><strong>External:</strong></td>
<td>Enterprises in the North West, Eco-I North West project staff at partner institutions.</td>
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This role will support the Eco-I NW project, part-funded by the European Regional Development Fund.

**Major Duties:**

You will be based in the Lancaster Environment Centre to provide support to the Centre for Global Eco-Innovation. The successful appointee must be able to work with the Centre team, possess excellent interpersonal and communication skills and will be expected to work effectively using their own initiative and play a full role in the development and success of Enterprise & Business Partnerships.

This post is part funded by the European Regional Development Fund.

The following areas cover the main duties:

**Administration**

1. Providing a full administration and clerical support service for the Centre for Global Eco Innovation, funded through ERDF.

2. Taking responsibility for the co-ordination/administration of project documentation relating to all purchases made by graduate researchers and the wider team

3. Co-ordinating the collection of academic and researcher timesheets in support of ERDF project claims.

4. To ensure all client information is kept up to date through the completion of appropriate forms, visit reports, databases and other related administration.

5. Working with the Graduate Placement Manager and Project Manager on prioritised tasks as required.

6. To provide a full backup service to support and continually maintain robust audit proof records to ERDF standards.
7. Vetting client company support documentation to ensure it is complete and error free.

8. Administering the input of company information to the project SharePoint system

9. Assist in the recruitment of researchers to industry placement positions, by creating job descriptions, placement adverts, supporting interviewing processes and student selection.

10. Assist in the creation of company beneficiary proposals setting out the work and support which will be delivered through the project.

11. Assist with output collection, filing of supporting evidence and reporting.

12. To assist the Project Manager with the preparation of quarterly returns for funding including the preparation of detailed numeric funding outputs and relevant file notes.

**Event Coordination**

13. To assist with the organisation and planning of CGE events exhibitions and functions with stakeholders and partners. This will involve administering registrations, addressing attendee queries and ensuring the collection and maintenance of robust audit proof event and attendee records as required by ERDF.

**General**

14. Assisting with marketing campaigns and contributing to marketing and project recruitment e.g. following up enquiries and providing information. To contribute to the digital presence of the Centre through social media channels and updating the website when appropriate.

15. Assisting in the distribution of a range of promotional materials (primarily targeted at regional SMEs) & managing stocks of promotional material, complete mail merges and help with compiling mail shots and promotional packs.

16. To provide help with office organisation and maintain stocks of stationery including printer and photocopying consumables, and to ensure the smooth running of office equipment.

17. To answer telephones professionally, politely and with proactive attitude to take messages where appropriate /follow up on them accordingly.

18. Carrying out any other duties appropriate to the grade of the post as required by the Project Manager or nominated representative e.g. minute secretary for project management meetings, work based projects, report writing etc.