



European Union

European Regional
Development Fund



**University of
Central Lancashire**
UCLan

Job Description

Job Title	Project Administrator - ERDF Innovation Clinic - This post is funded by the ERDF
School/Service	UCLan Funding, Development and Support
Grade	Grade E
Responsible to	Project Officer UCLan Grants & Funding Unit
Responsible for	No supervisory duties with this post
Job Purpose:	
<p>To provide administrative and logistical support to the ERDF project Innovation Clinic. Assistance with the selection of and liaison with potential SMEs to be assisted. To carry out all the administrative processes connected with the delivery of an ERDF funded project. The work will be carried out under the management of Funding, Development & Support and under the direction of the project steering group.</p>	
Main Duties and Responsibilities	
<ol style="list-style-type: none"> 1. To maintain comprehensive and accurate records of SME activity, registration and monitoring information 2. To co-ordinate in going and outgoing communication with SME clients involved in the project, maintaining full records of this communication 3. Take responsibility for the development and utilization of appropriate spreadsheets, databases and customer relationship management (CRM) systems according to project requirements. 4. To organise and promote project events/workshops/open days targeting SME recruitment onto the project; co-ordinating SME responses to the promotional activity and passing leads on accordingly to the Project Manager. To ensure appropriate paperwork is completed and collated before and after such events; 5. To assist the Project Team to run recruitment and dissemination events; confirming hospitality arrangements and encouraging take-up/attendance levels. 6. To write copy and produce publicity material for web site, flyers, leaflets and newsletters. 7. To assist with the preparation of project documents and financial reports. 8. To liaise with relevant external authorities and business support agencies. 9. To maintain records of project activities and liaise with project team members, Financial Services, and Business Partner Unit 10. To take minutes of project steering group meetings. 11. To carry out any other duties appropriate to the post as determined by the Head of Funding, Development & Support and the Project Manager. 	



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Person Specification

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Grade	Grade E

Attributes	Essential	Desirable	Measured By
Work Experience	<p>Experience in financial monitoring of ERDF projects</p> <p>Experience in HE or related work environment</p> <p>Experience of providing and maintaining high quality customer service</p> <p>Experience of working in a team in a complex environment</p> <p>Experience of event organisation</p>	<p>Experience of administration and monitoring of European Regional Development Funding.</p> <p>Experience of working on project closure.</p> <p>Experience of using CRMs and databases for managing customer/client data.</p> <p>Experience of committee work</p> <p>Experience of supporting educational, conferences and networking events</p>	<p>Application Form</p> <p>Interview</p>
Education/Qualifications	Educated to first degree level or equivalent		Application Form
Skills/Abilities	<p>Excellent organisational skills and a thorough knowledge of office systems, practices and procedures.</p> <p>Project management skills.</p> <p>Good oral and written communication skills.</p> <p>Good IT skills</p> <p>Good networking skills</p>	<p>A demonstrable awareness of regional issues affecting the North West.</p> <p>Report writing skills</p>	<p>Application Form</p> <p>Interview</p>

	<p>Ability to work in a team</p> <p>Ability to work deadlines</p>		
Other	<p>Well motivated and capable of taking a pro-active approach</p> <p>An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail, and Trust as a framework for decisions, actions and behaviours.</p>	<p>Well motivated and capable of taking a pro-active approach</p>	