



JOB DESCRIPTION

Job Title:	Programme Administrator
Job Reference No:	AD 1103
Programme:	TBC
Grade:	Associate Officer
Line Manager:	Senior Programme Officer

MAIN PURPOSE OF THE JOB

WCMC is a charity devoted to promoting, for public benefit, the conservation, protection, enhancement and support of nature and natural resources worldwide. The Programme Administrator will support the central function of the organisation, as well as a team of technical staff within Programmes. The post will assist in the implementation of a wide range of projects, and provide extensive administrative support to these projects and project staff.

KEY AREAS OF RESPONSIBILITY

The key areas of responsibility are to:-

- Contribute to internal reporting through compiling programme administrative and financial reports, raising purchase orders, assisting with project planning and resource utilisation, and tracking programme outputs and associated communications.
- Support Project Leaders in the Programme in inputting, maintaining and updating project and resourcing plans on the Centre's project management and finance system, Deltek. This would include co-ordinating project closedown surveys.
- Organise and provide support for internal and external meetings, workshops and retreats, including minute-taking, liaison with participants, organising transport arrangements, booking venues, set-up, catering, etc
- Maintain Programme-wide systems to the support the Heads of Programmes with overall programme administration/organisation, including systems for tracking project reporting deadlines, invoicing schedules, and other administrative tasks associated with project implementation.
- Informatics specific: admin IT support to organise various IT elements (licenses, invoicing, Steering group)
- Complete expense claims and raise purchase orders and other tasks as requested to support project staff.

- Support the production of outputs and communication/promotion material through helping with document formatting, sourcing photos, producing graphics, etc.
- Support staff travel arrangements
- Manage enquiries received through general email addresses
- Support the collation of project and programme level KPIs and Centre-wide reporting.
- Help with contracting support by compiling initial draft contracts and preparing consultant subcontracts.
- Help to compile administrative and financial documents when submitting project proposals.
- Provide support across other programmes, as required

OTHER DUTIES

- To undertake any other duties as may be required from time to time commensurate with the level of the post

