Job Title: Associate Project Officer – TRADE Hub/DCP, Maternity Cover

Job Reference No: AD1143

Programme: Trade Hub and DCP - Science Programme

Grade: E

Line Manager: Senior Programme Officer

Main Purpose of the Job

The Associate Project Officer will coordinate some operational components of two GCRF funded projects. The Associate Project Officer will work closely with the Project Manager and Principal Investigator (PI) to help deliver the projects in a cost-effective way to maximise impact. The Associate Project Officer’s role includes coordination and technological skills, and will:

- Contribute to driving the project forward from planning to implementation.
- Coordinate the regular review and update of several of the key project management documents, in line with UKRI requirements, including risk register
- Maintain and monitor the project Deltek plan including project schedules, timesheets, budgets and expenditures, ensuring expenditure is within the budget
- Coordinate the organisation of meetings and visits under both GCRF projects; administer logistics and ensure that all relevant partners and stakeholders receive the necessary documentation. Ensure that meeting minutes are captured, written up and shared.
- Coordinate UNEP-WCMC’s responsibilities in compiling reports to the funder, including gathering inputs.

Key Areas of Responsibility

Operational Coordination

- Write and update key project documentation and policies to aid in the effective delivery of both GCRF projects. Develop and maintain a document register and shared folders to aid the smooth running of the project according to UKRI and WCMC requirements
- Contribute to day-to-day coordination of work across the Trade Hub, especially internal communication and information sharing
- Carry out the maintenance of the risk register for the Trade Hub. Capture risks identified in the course of the work, highlighted in meetings and relayed from colleagues. Work with relevant colleagues to ensure that mitigation measures are
identified and responsibilities assigned. Report to Project Manager (PM) and Principle Investigator (PI) in regular meetings.

- Coordinate and lead the organisation of internal and external meetings and workshops for both GCRF projects, including minute-taking, meeting documentation, logistics (organising transport arrangements, booking venues, set-up, catering), content, presentations and liaison with participants.
- Support the PM in ensuring compliance with UKRI and UNEP-WCMC reporting requirements, including provision of timely narrative reporting. Coordinate UNEP-WCMC’s responsibilities to compile the technical reporting to GCRF through UNEP-WCMC and UKRI systems and in collaboration with the various partners on the project.
- Oversee the introduction of new staff, students, interns and visitors to the team and projects, develop and organise agendas and ensure that they have access to the resources they need.
- Line manage interns for the Trade Hub project. Ensuring their workload and outputs are enough for their internship and the project.
- Create and maintain project specific document sharing system, for example SharePoint, Basecamp and KUMU, or similar for Trade Hub
- Responsible for collating work plans and logframes for each work package and country team on Trade Hub project. Work with PM and MEL lead to track progress and key milestones with partners. Report on work plan progress with PM and PI to be able to track the progress of the project.

**Administrative and financial Support**

- Responsible for inputting, maintaining and updating project and resourcing plans on the Centre’s project management and finance system, Deltek in collaboration with involved staff.
- Contribute to Trade Hub project delivery through raising purchase orders when needed, coordinate administrative due diligence of WCMC and partners
- Compile draft contracts and preparing consultant subcontracts. Help to compile administrative and financial documents when submitting proposals.
- Support Trade Hub staff and partners travel arrangements

**Communications Support**

- Maintain the internal communication channels for the Trade Hub, in collaboration with the Communications Officer
- Be part of the Team that represents both GCRF projects externally, including attending and making presentations at relevant conferences, workshops and other events
• Support the Trade Hub project Quality Assurance process, through formatting and proof-reading documents and – where necessary - submission to UN Environment Publishing Board
• Support the publication of outputs and communication/promotion material for both GCRF projects through review, liaising with publishers, prepare monthly communication bulletins etc.

**Technical Support**

• Support and coordinate some technical tasks on both GCRF projects, including database updates, SDG alignment of the projects, and scoping work.

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