Job Title: Programme Administrator
Programme: Science
Job Reference No: AD1213
Grade: E
Line Manager: Research Grants 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 Project Administrator will support a team of technical staff within the Science Programme. 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:
Support Project Leaders in project related administration
- Assist with inputting, maintaining and updating project details and resourcing plans on the Centre’s project management and finance system, Deltek
- Support project coordination including, for example, financial reporting (esp. in key periods), risk register management, contracting, raising and keeping track of purchase orders and expense claims, invoicing, output coordination and liaison with partners/consultants if needed
- Organise and provide support for internal/external meetings and workshops, including minute-taking, liaison with participants, all logistics, etc.
- Support project-level KPIs and Centre-wide reporting
- Support the production of project related outputs and communication/promotion material
Support the Science Programme with its administrative duties
- Oversight of project portfolio
- Investigate queries raised by monthly financial assessments
- Arranging programme meetings and training
- Assisting with timesheets and accurate reporting
- Raising expense claims
- Oversight of Programme files and communication tools
- Support logistics, e.g., staff travel arrangements, programme meetings, etc.
- Other admin duties as required within or beyond Science Programme

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