



1 Advertisement

Post Title: Project Administrator

School/department: Media, Arts and Humanities

Hours: Part time hours considered up to a maximum of 2 hours per week

Requests for flexible working options will be considered (subject to business need).

Contract: Fixed term until 31 July 2023

Reference: Ref 8489

Salary: Starting at £22,254 to £25,627 per annum, pro rata for part time.

Placed on: 26 April 2022

Closing date: 26 May 2022 Applications must be received by midnight of the closing date.

Expected Interview date: TBC

Expected start date: ASAP

The AHRC Music for Girls Network is seeking an administrator to assist in running our project. The project is funded by the AHRC Research Networking Scheme, and seeks to bring together academics, curators, and members of the public to further a research agenda on women's knowledge cultures of popular music. As such, we are running three UK network events beginning in May 2022. The Project Administrator will have general responsibility for administrative support.

The administrator's role will be as follows:

- Organisation of travel and accommodation for event participants
- £• Processing general payments and expense claims from participants
- Organisation of documentation materials from the events

Please contact Dr Mimi Haddon (m.haddon@sussex.ac.uk) for informal enquiries.

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at <https://www.sussex.ac.uk/schools/media-arts-humanities/internal/>

3. Job Description

Job Description for the post of: Project Administrator

Department: Music

Section/Unit/School: Media, Arts and Humanities

Location: Working from home (but will be required to attend meetings on campus)

Grade: 4

Responsible to: Dr Mimi Haddon (PI on AHRC Music for Girls)

JOB DESCRIPTION

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

1. Provide a friendly and professional reception and general enquiries service to the researchers and project collaborators
2. Provide clerical support to the PI and Co-I (in the form of note taking and record keeping)
3. Within clear parameters, to take responsibility for specific projects or areas of work, specifically organisation of travel and accommodation for event participants, facilitation of venue booking and catering for events, processing general payments, and expense claims from participants, organisation of documentation materials from the events

KEY RESPONSIBILITIES

Working as part of a team, act as first point of contact the researchers, project collaborators, and members of the public involved in AHRC Music for Girls

Respond to general enquiries interpreting university and external regulations as appropriate, referring to others as appropriate more complex issues or ones that are outside of normal practice

Assist in producing and maintaining a number of sources of information, e.g. dates and details of network events

Make administrative arrangements for events including room booking, catering, travel and accommodation arrangements for faculty, researchers, and project collaborators

Organise mailings for communication and events, maintain mailing lists pertaining to the project

Compile agendas and draft minutes for team meetings

Collate and circulate appropriate data. Create and maintain spreadsheets and other data tables

Raise purchase orders and arrange payment of invoices on the Finance System

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed

4. Person Specification

ESSENTIAL CRITERIA

1. Good secondary education.
2. Effective planning and organisational skills to organise own workload and priorities.
3. Effective oral and written communications skills to work with colleagues and network members providing information and responding to questions and queries.
4. Ability to work flexibly within a small team and also on own initiative.
5. Competent IT skills to effectively manage own workload, especially MS Suite, email, and online meeting software (e.g. Zoom and Teams).
6. Helpful, cooperative and sensitive to the needs and feelings of others, including a friendly approach with diverse members of the public.
7. Approachable and flexible in responding to emergencies and unforeseen events.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. To work as part of a small team on the successful delivery of AHRC Music for Girls.
2. Deal with email, telephone and in-person queries from the researchers, collaborators, and members of the public.
3. To deal with, or refer on, basic queries and correspondence that arise from project collaborators, members of the public, and the media.
4. Organisation of event documentation materials, e.g. event publicity and network mailouts.
5. Organisation of travel and accommodation for network members and collaborators.
6. Processing of expense claims, including access expenses such as child care and local travel costs.
7. To support meetings by taking minutes, and keeping accurate records of planning and events.
8. Maintain records, e.g. network calendar dates, correspondence info, and expense records.
9. Manage payments related to event management, e.g. organising payment of guest speakers.

10. Aid with booking of event services, e.g. catering, venues, rooms.

DESIRABLE CRITERIA

1. Two years' experience in a similar role.
2. Two years' experience working in a university or similar environment.

Previous experience processing complex expense claims, e.g. those that pertain to child care or other special access needs.