

Project Administrator – Low Carbon Workspaces

Role and Responsibilities:

Job Title	Project Administrator
Location	High Wycombe
Area of business	Business Support (Low Carbon Workspaces team)
Reports to	Programme Manager (Low Carbon Workspaces)
Responsibility for other people (internal)	None
Responsibility for other people (external)	None
Financial responsibilities	None
Weekly hours / FTE	37 hours per week (fixed term contract to end December 2019, good possibility of extension)
Salary	£20,349 per annum + benefits

Overall Function of the Role:

To provide effective and efficient administrative support for the Low Carbon Workspaces programme, a business grant scheme run by Ngage Solutions Ltd.

This role is funded by the European Regional Development Fund (ERDF)

Key Tasks:

1. Answer telephone, website and email enquiries from businesses and other project stakeholders.
2. Update the company customer relationship management (CRM) system.
3. Undertake initial checks as to whether a business is eligible to apply for a grant.
4. Organise internal and external meetings and take minutes.
5. Help maintain and update the Low Carbon Workspaces website.
6. Assist Project Offices with the analysis of energy data.
7. Assist the Marketing Team to promote the grant scheme using social media, by telephoning potential applicants, organising events and other methods.
8. Help collate data required for reporting on project progress to management and the project funders.
9. Represent the organisation at external meetings and events (if required).
10. Other duties as reasonably required by Ngage Solutions Ltd.

Person Specification:

Essential	Desirable
Excellent and demonstrable communication skills; in writing, via telephone and face to face	Experience of working in a small dynamic team
Effective time and task management skills with the ability to work without supervision	Sales experience
Competence using Microsoft Office programmes (including MS Word, MS Excel, MS Outlook, and MS PowerPoint).	An interest in economic development, environmental, and sustainability issues
Experience using a CRM system or database	
Experience of administrative processes	
Excellent numeracy skills	
Capable of taking clear and succinct minutes for internal and external meetings	