

Project Administrator



ROLE DESCRIPTION

GRADE

Grade 3

LOCATION

Craiglockhart, Edinburgh

LINE MANAGER

Finance and Support
Manager

ROLE SUMMARY

To support Equate Scotland's work by providing operational, financial and programme administrative support to Equate Scotland team. Be the first point of contact for managing and updating of the Customer Relationship Management (CRM) system and organisation's data storage system.

LINE MANAGEMENT RESPONSIBILITY FOR:

This role does not have any line management responsibilities.

ABOUT EQUATE SCOTLAND

Equate Scotland is a national expert policy, research, development, and advocacy organisation, with a focus on women's under-representation within the science, engineering, technology, and the built environment industries. We are hosted by Edinburgh Napier University and are based at the Edinburgh Napier University Craiglockhart campus.

We work in collaboration with the STEM (Science, Technology, Engineering and Maths) sector, academia, statutory and third sector bodies, and the Scottish Government. To effect a tangible and sustainable change, enabling more women to study, work, and progress in these key sectors.

Equate Scotland's current programme of work is funded by the Scottish Government until the end of September 2024. The funding is anticipated to be renewed and confirmed for the next programme of work by the 1st of October 2024. Depending on the start date of this role, the fixed term employment contract may fall within two funding periods. This will be discussed in detail at the interview stage of the process.

We believe in creating an inclusive and enjoyable place of work, and welcome discussions on flexible and hybrid working opportunities. You can find out more information about us [here](#).

MAIN DUTIES AND RESPONSIBILITIES

- To be responsible for Equate Scotland's project and service-related data management systems. This would be done firstly through maintaining and updating the organisations CRM system. Secondly, through maintenance of various data collected through our programme monitoring and evaluation processes.
- To assist Equate team members with the collection and organisation of data for contacts (people and organisations).
- Input data following events including monitoring forms, evaluation forms and any other information relating to reporting targets, complying with GDPR processes.
- To identify and support the team's training needs to ensure the CRM platform is fully utilised.
- To support the Finance and Support Manager to provide a full administrative service to the team on Equate projects: assistance in the preparation of reports, managing mail and central e-mail accounts, maintaining of manual and online files and records.
- To maintain records of spend for allocated projects, monitoring actual expenditure, online purchasing, processing expense claims, raising purchase orders, raising sales invoices, running financial reports.
- Assist Finance and Support Manager in the preparation of quarterly and annual financial reporting. Prepare for and participate in financial and quality audits.
- To support the team in planning and booking for travel, accommodation or meetings as required.
- To be the frontline-external facing contact person for Equate Scotland, capturing information about enquiries in an efficient manner and passing it on to an appropriate member of the team.
- Any other relevant duties in support of the work of the Equate Scotland.

PERSON SPECIFICATION

ESSENTIAL

DESIRABLE

EDUCATION / QUALIFICATIONS

- HNC or equivalent or relevant and transferrable work experience



SKILLS / EXPERIENCE

- Attestable experience of general office administration
- Demonstrable knowledge and experience of CRM systems
- Experience of financial reporting, keeping accurate records, spreadsheets, and monitoring budgets.
- Track record of supporting a team
- Confident IT user including Microsoft Office, in particular Word, Excel and Outlook applications.
- Demonstrate ability to plan and prioritise workload.
- Able to communicate in writing in a clear and concise manner.
- Good interpersonal skills with the ability to communicate confidently with people at all levels and from all backgrounds.
- Commitment to working as part of the Equate Team
- Experience of Raiser's Edge CRM system
- Experience of Agresso finance system

