

JOB DESCRIPTION

Job Title:	Project Administrator
Department:	Business Team
Location:	Office: Energy Zone, Newfield Drive, Blackburn, BB2 3UA Plus travel across Lancashire
Reporting to:	Operations Director
Contract:	Fixed Term Contract until December 2021
Hours:	5 days per week: 37.5 hours per/week
Salary:	£20,000 - £22,000 per annum

JOB SUMMARY

To support the Operations Director and Business Team deliver the best service to both new and existing clients on the various projects within the Business team. You will be responsible for ensuring the project administrative tasks are completed accurately and on time to ensure the success and delivery of each project whilst maintaining and building successful relationships with our stakeholders.

ACCOUNTABILITIES

- Communicate and deliver information internally and externally to provide effective service to all projects and Project Managers.
- Ensure that client and mentor allocations are sent out in a timely and accurate manner
- Supporting the on-going client and mentor relationship, ensuring that meeting dates have been planned, recorded and that paperwork has been processed in a timely and accurate manner.
- Capturing relevant data for the project and working with the Client Relationship Manager for processing
- Track and obtain relevant monitoring data that is required by both telephone, email and face to face contact.
- Working towards weekly and monthly targets to ensure that project targets and KPIs are being met
- Support the assessment of clients' needs and requirements, accurately complete funder documentation and make relevant referrals to the wider partnership.
- Arrange meetings for the team with potential clients; ensuring effective diary and time management and meeting locations are planned in appropriately to minimise carbon footprint.
- Prepare for weekly engagement reviews with the Operations Director and Business Team.
- Arrange and participate in meetings, networking events, conferences and project team activities
- Ensure that all documentation relating to a project is accurate, complete, current, and stored appropriately and to be available in formats as requested.
- Upload data and documents to the various CRM and funder software systems
- Effective use of social media to generate leads and raise awareness of CBP and projects within
- Marketing activities to help promote the business support services, this will include collecting both testimonials and case studies
- Help to identify new processes and efficient ways of working where relevant
- Support other projects in the Business Team when required.