

Job Description and Role Profile

Job Title: Project Administrator (Liverpool 5G)

Responsible to: Project Manager

Responsible for: N/A

Hours: 4-5 days per week, flexible working.

Contract length: To project end, 31/3/2022

Salary/rate: Freelance, £150-£200 per day dependent on experience

Location: Liverpool based with some travel required.

Main Purpose of Job:

To provide administration support to the *Liverpool 5G Create: Connecting Health and Social Care* project, under the direction of the Project Manager.

Key Responsibilities/Duties:

- Providing administrative support to the project manager and leadership team
- Arranging meetings and taking minutes
- Maintaining the online project document registry to ensure standardisation and version control
- Organisation of project related events
- Supporting the production of regular update reports and presentation
- Supporting Project Manager, Project Director and Benefits Realisation Manager
- To follow Equality and Diversity, Data Protection and other relevant procedures
- Any other duties, as required

Knowledge, Skills and Experience

Essential:

- Ability to work with a wide range of partner organisations
- Strong organisational skills and communication skills
- Good understanding of Data Protection, GDPR and data handling procedures
- Experienced in the use of Word, Excel and Powerpoint
- Confident in managing online shared drives and arranging online meetings
- Experience of working with public sector organisations
- Experience of working on grant funded projects

Desirable:

- Understanding of Health and Social Care Systems