



## Job Description: Project Administrator

<b>Position Title:</b>	<b>Full-time/Part-time Project Administrator</b>
<b>Salary:</b>	£18,000 - £23,000 depending on experience (pro rata)
<b>Duration:</b>	Five month contract (mid-November 2012 - mid-April 2013)
<b>Vacancy publication:</b>	3 <sup>rd</sup> October 2012
<b>Application deadline:</b>	CVs and covering letters to be submitted by 17 <sup>th</sup> October 2012
<b>Provisional interview dates:</b>	23 <sup>rd</sup> / 24 <sup>th</sup> October 2012

### The Company

At SE<sup>2</sup>, we are passionate about helping communities and organisations find real solutions for a sustainable future.

Working at local, regional and national level, we provide a complete range of consulting services, from research, strategy and policy development to training, events and project management.

Our outstanding track record in the fields of sustainability, energy efficiency and renewable energy is down to our dedication, our experience and our unique understanding of the energy and environment sector.

Further information about us and our work is available at [www.se-2.co.uk](http://www.se-2.co.uk)

### The Role

The winter months are typically busy at SE<sup>2</sup>. We've recently been successful in winning new contracts and so need additional support to the end of April 2013. The Project Administrator will contribute to the work of SE<sup>2</sup> through the provision of project and administrative support. There is an opportunity to develop the role as we seek to involve all of our employees in the evolving vision of SE<sup>2</sup>.

We welcome applications from people looking for part-time work, with a minimum contract of 3 days / 22.5 hours per week (timings to be arranged).

### Duties & Responsibilities

#### Project Support

- Co-ordination of training sessions, including setting dates and venues, taking bookings, issue joining instructions, printing course materials
- Event management support, including preparing seating plans, names badges and delegate packs
- Community outreach support, including internet research, helping to write and then email newsletters, and developing and printing leaflets.

#### SE<sup>2</sup> Support

- General support to other four members of the SE<sup>2</sup> team as required, including general office duties and green procurement
- Contribute to our website and newsletter, including blog posts and other updates
- Organise our New Year Seminar

### Notes

- This job description may be revised in the light of changes or developments which may occur and after discussion with the post holder.
- The duties and responsibilities outlined above are to be regarded as broad areas of responsibility and do not necessarily detail all tasks which the post holder may be required to perform.
- The post holder will undertake such other duties as may be required commensurate with grade and experience.
- All duties and responsibilities are to be carried out within Standing Orders and Standing Financial Instructions relative to the duties carried out.
- The post holder will use all equipment and carry out all duties in a safe manner in compliance with current health and safety legislation and regulations.



## Person Specification: Project Administrator

	Essential	Desirable	To Be Assessed Through
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ A-level or relevant experience</li> </ul>		<ul style="list-style-type: none"> <li>▪ CV</li> </ul>
<b>Experience/Knowledge</b>	<ul style="list-style-type: none"> <li>▪ At least two years' relevant work experience</li> <li>▪ Experience of working within project framework</li> <li>▪ Experience of working in a varied and changing environment, and demonstrating initiative and self-direction</li> <li>▪ Excellent experience of Microsoft Word, Excel and PowerPoint packages</li> <li>▪ Good working experience using email</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in either a sustainable energy or environmental organisation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ CV/ Interview/ References</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>▪ Attention to detail</li> <li>▪ Time management skills and ability to prioritise work</li> <li>▪ Excellent communication skills</li> <li>▪ Ability to work autonomously and creatively</li> <li>▪ Flexible work approach</li> <li>▪ Team player</li> <li>▪ Strong commitment to highest standards of quality</li> <li>▪ Commitment to environmental issues</li> </ul>		<ul style="list-style-type: none"> <li>▪ Interview/References</li> </ul>