



Project Administrator/ Project Officer

Bristol

The role

There is scope within this vacancy for a Project Administrator to join our team and continue to build a career in project management; alternatively, we are also keen to receive applications from a Project Officer looking to develop their polished project administration skills and to take on a higher level of responsibility.

Role content and purpose

In this fast-paced role you'll be responsible for providing efficient logistical, project and financial administrative support to our Project Management team – spread over the UK and Africa – allowing them to focus on managing projects and supporting stakeholders.

You should be effective at planning and monitoring your work, be good at resolving conflicts and be able to work well under pressure.

The position is a great opportunity for someone keen to pursue a career in Project Management through developing present skills and learning new ones.

You'll be working closely with the Head of Project Management, the Monitoring, Evaluation, Impact and Learning Lead and Project Managers. The postholder will report to a Project Manager.

Person specification

Education/Experience

- Educated to A-level standard (or equivalent)
- Experience of working in a project-related environment
- Professional project-management qualifications that will enhance the successful applicant's ability to fulfil the role
- Member of the Association for Project Management preferred

Personal skills/qualities

- Ability to multitask, working on a number of projects simultaneously and to agreed deadlines
- Fast learner, able to adapt to change quickly
- Close attention to detail
- Excellent communication skills, including experience of communicating effectively across cultures and with diverse audiences, both verbally and in writing
- Ability to work independently with minimal support, as well as in a team environment
- Excellent organisational skills
- The ability to understand and support the needs of diverse projects across an organisation.

Knowledge/technical competencies

Essential

- Proficient user of MS Office (particularly Excel)
- Practical experience of working in a matrix- or project-based environment.

Desirable

- Experience of controlling project budgets
- Knowledge of best practices and industry standards for project management
- Experience of using project management software
- Knowledge of international development or a demonstrated interest in poverty-related issues.

Role specification

Duties and responsibilities

Technical duties

Team Administration

- Provide day-to-day administrative support to our team of project managers
- When required, set up team meetings, record meeting minutes and allocate actions
- Support the Monitoring, Evaluation, Impact and Learning Lead to monitor progress on projects
- Assist with project travel arrangements as and when required
- You may also be required to undertake other assignments from time to time, depending on the needs of the project.

Project Administration

- Maintain relevant project data in various systems pertaining to capacity, new opportunities and general project records
- Oversee the upkeep of project documents to ensure they're fit for use
- Assist with creation of Project Initiation Documents for new projects
- Assist with the collation of capacity data on a monthly basis, and communicate analysis of this to the Head of Project Management
- Ensure that New Opportunities meetings are conducted smoothly – from developing clear agendas, to recording and publishing minutes allocating actions and maintaining the New Opportunities list
- Responsible for the administration of DI's project management software (FocalPoint) and become a knowledge base on FocalPoint
- Providing support to other users on FocalPoint (e.g. inductions)
- Providing responses to ad hoc requests for information on projects
- Ensuring timesheets are completed on a weekly basis, company-wide.

Financial Administration

- Updating the team's project financial reports
- Coordinating the team's input to project forecasting (revenue and costs)
- Processing and raising PO numbers for invoices
- Assisting with time management and expenses against projects
- Acting as the link between the Project Management team and Finance team when required.

General responsibilities

- Be aware of, and take personal responsibility for, any health and safety issues and obligations
- Uphold all aspects of DI policies, procedures and legal requirements in relation to personal conduct
- Prepare for and engage in one-to-one meetings and performance management appraisals
- Maintain personal professional development and personal development plans
- Be willing and committed to take on new work as and when required and to be proactive.

Contractual details

Start date: ASAP

Salary: £20,000–£24,000 pa

Location: Bristol, UK

Hours: 35 hours per week

Probation: 3 months

Leave: 25 days, plus all bank/public holidays

Benefits: Refer to <http://devinit.org/#!/about/working-for-us>

Application details

Your CV (no more than 3 pages) and covering letter, detailing your skills and evidence of experience (and how these relate to the job description), should be emailed to HR@devinit.org, quoting ref: PO in the email subject line. Your letter should also include your salary expectations, notice period/available start date, and where you saw the job advert.

Closing date: 5 pm (BST), 20 September 2017

Interviews: week commencing 25 September 2017

Other

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the Country in which this post is based.

We are unable to offer sponsorship for a work permit/Visa application. Evidence of right to work will be requested.

Development Initiatives is an equal opportunities employer, and in line with our policies we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form found on our web page at www.devinit.org/about/working-us/