

## *We are hiring...*

We are hiring a full-time Project Administrator to support the delivery of a new EU funded Inter-Region R&I Programme on behalf of Catalyst Inc.

The Project will result in the creation of an Advanced Manufacturing super cluster combining the collective and complementary strengths of academic and industrial partnerships.

*This project is supported by the EU's INTERREG VA Programme which is managed by the Special EU Programmes Body (SEUPB).*

### **Key Information**

- Full time fixed term up to 3-year contract
- Attendance at occasional evening and weekend events.
- Salary up to maximum of £18,550 plus generous benefit package
- Based at The Innovation Centre, Queen's Island, Belfast.
- Reporting to Project Manager, Catalyst Inc
- Apply by application form only
- **Closing date – Monday, 21<sup>st</sup> January 2019 at 12noon.**
- **Interviews to be held week commencing 28<sup>th</sup> January 2019.**

### **Catalyst Inc**

Catalyst Inc is a not-for-profit organisation that invests the surplus generated from our agile workspace and facilities, providing the underwriting necessary for the community-led development of our entrepreneurial innovation ecosystem.

### **Our Vision for Northern Ireland**

Our vision for Northern Ireland is a community of innovators so powerful its people can change the world. Our role is to provide the home, networks and the empathy to nurture anyone with the talent and ambition to develop world leading products and services that will transform NI into one of the most entrepreneurial knowledge economies in Europe.

### **Our values**

Our values can't be taught they are just who we are. They are embedded in all roles and all applicants must align with the attitudes and behaviours of Catalyst Inc as part of the recruitment process.

Integrity – Do the right thing, regardless

Be Bold – Be ambitious and dare to be different

Passion – We love what we do

## The Role

The role of Project Administrator is to support the delivery of a new EU funded Inter-Region R&I Programme on behalf of Catalyst Inc.

## Objective

1. To assist with meeting the projects objectives, by providing administrative and clerical support.

## Functions

1. To co-ordinate and organise meetings on regular basis with project partners to foster positive relationships.
2. To organise and maintain diaries and make relevant appointments.
3. To support the Project Manager in the preparation of documents, briefing papers, reports and presentations relevant to the Project.
4. To maintain a filing system with partner information and project records.
5. To screen phone calls, enquiries and requests, and handling them when appropriate.
6. To participate in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
7. To assist in the social and electronic media channels promoting the programme
8. To perform general clerical duties to include but not limited to mailing, photocopying and filing
9. Attendance and presentations at various events.
10. Regular reporting to Project Manager.
11. Undertaking any other reasonable duties which fall within the remit of the role

## Person Specification

Areas to be assessed	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to secondary level (A Level), or equivalent BTEC qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to Degree Level</li> </ul>
<b>Experience/knowledge</b>	<ul style="list-style-type: none"> <li>• Some experience in a work environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a similar role</li> </ul>
<b>Skills/qualities</b>	<ul style="list-style-type: none"> <li>• Excellent computer skills using Microsoft Office, e.g., Outlook, Word, PowerPoint, Excel</li> <li>• Interpersonal Skills</li> <li>• Ability to prioritize workload</li> <li>• Self-motivated with some ability to work on own initiative</li> <li>• Problem Solving skills</li> <li>• Excellent communication skills both orally and in writing</li> <li>• Excellent organisational skills</li> <li>• A team player</li> </ul>	
<b>Special requirements</b>	<ul style="list-style-type: none"> <li>• Proof of right to work in the UK</li> <li>• Flexibility to work early mornings/evenings as required</li> </ul>	

*Criteria may be enhanced to aid shortlisting. Exceptional candidates who do not meet the criteria may be considered for the role provided they have the necessary skills and experience*