

## Cycling UK Project Administrator– Scotland

### Job Description and Responsibilities

Reports to:	Senior Project Officer
Direct Reports:	None
Location of Role:	Home based in Scotland
Contract:	Full time (37.5 hrs pw), fixed term until 31 March 2023
Salary:	£24,500 - £26,520 per annum

#### Purpose of Role:

To work with Cycling UK Development Officers, Managers, and the Head of Development Scotland across our projects in Scotland, providing administrative support on our busy and expanding programmes around the country.

#### Scope of Role:

The Project Administrator will work across Cycling UK projects in Scotland, working closely with Scotland Managers and the Head of Development Scotland to support our systems of grant administration and reporting. This role will have a specific remit to work on our high-profile programme, the Scotland Cycle Repair Scheme. This postholder requires an excellent level of organisation, attention to detail and IT competency. They will also need to be an excellent team worker with strong communication skills to interact with colleagues, industry partners and members of the public through online systems and phone calls. This is a fast pace and exciting programme and you'll be supporting a multi-disciplinary team to ensure that we can reach those that need support most.

#### Specific duties and responsibilities:

1. Supporting the Senior Project Officer with grant administration and project delivery
2. Managing the project inbox and respond effectively to the general public
3. Maintaining grant records, working with the Finance Team to ensure grant payments are accurate and timely
4. Supporting grant recipient organisations, as required, with grant applications and monitoring and evaluation documentation
5. Supporting the Development Officer team and Senior Project Officer to ensure smooth delivery of the project
6. Ensuring all project documentation is kept up to date
7. Ensuring the accuracy and consistency of project data provided by grant recipients
8. Managing and manipulating a large volume of transaction data (~30,000 records)
9. Identifying and implementing improvements to current systems and processes
10. Performing any other duties consistent with the nature and grade of the role as agreed with their line manager

## Project Administrator (Scotland)

### Person Specification

Cycling UK is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, trustee, employee, volunteer, or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexuality or political belief.

Req	Essential	Desirable
Qualifications	2 Highers or equivalent qualifications or experience	Evidence of ongoing personal and professional development activities during career to date
Experience/ Knowledge	<p>Experience of remote project administration</p> <p>Experience of managing large volumes of data using Excel</p> <p>Experience of external communication with project partners and the general public</p>	<p>Experience of work in the Third Sector, with community organisations, the public sector or the NHS in Scotland</p> <p>Knowledge of GDPR and good practice regarding data protection</p> <p>Experience of supporting financial management</p>
Skills	<p>Excellent communications skills, written and verbal</p> <p>Excellent level of IT literacy, including Microsoft Office, particularly Excel.</p>	<p>Experience of Microsoft Flow and Power Automate</p> <p>Experience of Excel functions: pivot tables and XLOOKUP functions</p> <p>Experience of working in a fast paced environment</p>
Personal	<p>Excellent attention to detail and meticulous regarding data accuracy</p> <p>Able to work independently, set own priorities and deliver within agreed timescales</p> <p>Able to constructively build working relationships with colleagues and other partners and work collaboratively</p>	
Other	Flexible in terms of travel and working hours including evenings and weekends	Understanding of the importance and impact of walking and cycling

Job Holder: .....

Date:.....