

Job Description

Job Title:	Project Administrator
Department:	History and Classics
Job type:	Professional Services
Grade:	4
Accountable to:	Project Lead Project Manager
Accountable for:	n/a
Purpose of the Post	
The post holder would be working with the Project Lead and Project Manager, and assist with administrative aspects of this large, interdisciplinary project, with particular focus in working with the Armenian team. The project is part of a large consortium, involving Italy, France, Armenia and the UK, as well as subcontractors in Armenia.	
Key Tasks	
Support the successful running of the research programme and raising the profile of the project: • Provide administrative support to the Project Lead and University of West London team in coordinating activities with the Armenian team • Support communication and liaison with colleagues in the Armenian team in Eastern Armenian as needed • Support and publicise the activities of the project by assisting with meetings, workshops, and project events and liaison with prospective partners • Support with any communication and marketing as required • Liaise between team members and subcontractors, in particular in Armenia • Work closely with the Armenian team to ensure that all project milestones are clearly understood and successfully delivered • Assist in managing the award when required and liaising with relevant offices in Royal Holloway to file expense claims, provide reports, etc. • Liaise with press offices of the institutions involved, including those in Armenia, to publicise the project In addition to the above areas of responsibility the post-holder may be required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.	

Our Values

Advancing equity and inclusion is central to our identity as a University of Social Purpose, guided by our values of being Respectful, Innovative, Open, and Daring. We strive to build a fair and inclusive environment for all colleagues and students, where we challenge ourselves and others with integrity, and approach difference with understanding and kindness. Every member of our community is expected to treat others with dignity, work collaboratively across a wide range of backgrounds and perspectives, and contribute to a place where everyone can participate fully and feel valued.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Person Specification

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

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Department: History and Classics

Criteria	Essential	Desirable
Knowledge, Education, Qualifications and Training		
Educated to A' Level standard	X	
Good knowledge of Eastern Armenian	X	
Good working knowledge of Microsoft Word/Excel/Outlook/PowerPoint/Teams and SharePoint	X	
Skills and Abilities		
Excellent written and oral communication skills with proven ability to communicate effectively with colleagues	X	
Ability to work independently and manage workload effectively given conflicting demands and priorities on time	X	
Ability to work collaboratively as part of a team to achieve common goals	X	
Ability and readiness to work on own initiative and act pro-actively.	X	
Organisational skills and ability to work under pressure, prioritise conflicting demands and meet strict deadlines.	X	
Ability to use creative problem-solving techniques and identify and implement administrative improvements.	X	
Proficient in Armenian	X	
Ability to assist with conference/project events organisation	X	
Experience		
Good working knowledge of Armenian customs and experience of engaging with local communities	X	
Experience of working in a customer service environment	X	
Other Requirements		
Ability to work collaboratively as part of a team to achieve common goals	X	
Ability to work autonomously to the project's deadlines	X	
Good attention to detail	X	