

## JOB DESCRIPTION

<b>Job Title:</b>	Programme Administrator
<b>Job Reference No:</b>	AD1241
<b>Programme:</b>	Cross Programme
<b>Grade:</b>	E
<b>Line Manager:</b>	Senior Programme Officer

### MAIN PURPOSE OF THE JOB

WCMC is a charity devoted to promoting, for public benefit, the conservation, protection, enhancement and support of nature and natural resources worldwide. The Programme Administrator will support the central function of the organisation, as well as a team of technical staff within Programmes. The post will assist in the implementation of a wide range of projects and provide extensive administrative support to these projects and project staff.

### KEY AREAS OF RESPONSIBILITY

The key areas of responsibility include:

- Contribute to internal reporting through compiling programme administrative and financial reports, assisting with project planning and resource utilisation, and tracking programme outputs and associated communications.
- Assist in maintaining Programme-wide systems and give support to the Heads of Programmes with overall programme administration/organisation, including systems for tracking project reporting deadlines, invoicing schedules, and other administrative tasks associated with project implementation.
- Support the collation of project and programme level KPIs and Centre-wide reporting.
- Support Project Leaders in your Programme in setting up and maintaining projects on the Centre's project management and finance system, Deltek, and support Project leaders through the project life cycle.
- Help with contracting support by compiling initial draft contracts and preparing consultant subcontracts.
- Help to compile administrative and financial documents when submitting project proposals.
- Organise and provide support for internal and external meetings, workshops and retreats, including minute-taking, liaison with participants, organising transport arrangements, booking venues, set-up, catering, etc.
- Raise purchase orders and complete expense claims and other tasks as requested to support project staff.
- Support the production of outputs and communication/promotion material through helping with document formatting, etc.
- Support travel arrangements for visitors and consultants.
- Provide support across other programmes, as required.

#### **OTHER DUTIES**

- To undertake any other duties as may be required from time to time commensurate with the level of the post.