

Senior Administrator: ERC Research Project

Reference	1503986
Location	London
Closing Date	Thursday 22nd October 2015 12pm Noon
Additional Information	<p>Salary: £27,009 per annum pro-rata Contract: Fixed Term – until 30 September 2020 (Full Time)</p> <hr/> <p>This role will form a crucial part of an exciting project, funded by European Research Council (ERC). The project will research the histories, languages, religions and cultures of Asia in the 4th, 5th and 6th centuries CE. The project will be based in the British Museum, the British Library and the School of Oriental and African Studies under the leadership of Dr. Michael Willis. The project team consists of three investigators and seven research assistants plus a network of collaborators across Europe and Asia.</p> <p>Key areas of responsibility:</p> <ul style="list-style-type: none">• Plan and deliver the administrative structure of the project hub and maintain and manage the administrative and budgetary processes of the hub to guide and facilitate the work of the project team• Manage the collection, recording, processing and filing of financial documents and data required by the ERC and partner institutions in London, Europe and Asia.• Produce and maintain standard templates for strategy and policy documents, ensuring that all such documents are correctly filed and kept up-to-date during the course of the project.• Liaise with key internal and external stakeholders to ensure that all meetings, seminars, workshops and conferences run to schedule and to budget and facilitate contract and research arrangements and work packages, maintaining a complete and up-to-date record of all such arrangements and packages along with relevant communications. <p>Person Specification:</p> <p>The ideal candidate will have a BA degree or equivalent with special training in a subject related to the project and/or project management and information technologies. You will also be highly organised, creative and have the ability to plan and prioritise work schedules, work to deadlines, design and maintain effective administrative and budgetary procedures. Previous experience of working for a museum or within the cultural sector would be beneficial to the role. The successful post holder will be able to demonstrate their ability to problem solve and also show their enthusiasm for the role and have excellent written and oral communication skills.</p>