

Job Description and Person Specification

TCF Project Administrator

Job Description

1. The postholder will be required to:
 - a. Set up and maintain programme and project files, both physical files and online.
 - b. Arrange meetings (and undertake liaison) as required by the project team and provide secretariat service to meetings (note taking, action log, distribution of papers to attendees, etc).
 - c. Distribute programme documentation as directed by established procedures or as requested.
 - d. Manage the invoicing and payment of bills for the programme.
 - e. Maintain Programme or Project documentation as directed (e.g. Stakeholder Log).
 - f. Maintain and replenish supplies for the team as required, including managing a petty cash float and reconciling all receipts.
 - g. Undertake other administrative tasks that may arise from time to time, as directed by the TCF Senior Transport Planner.
 - h. Undertake these requirements strictly within the timescales and deadlines set out by DfT in guidance and agreed by the Project Lead.

Person Specification

EDUCATION
Educated to NVQ Level 2 standard as a minimum
SPECIFIC KNOWLEDGE
IT skills using Microsoft Office.
Good verbal & written communication.
Understanding of basic financial management and process
Good organisational & administrative skills
Minute taking
Good relationship skills particularly within partnership working
Basic understanding of programme or project management

