



**European Union**

European Regional  
Development Fund

## **JOB DESCRIPTION**

**JOB TITLE:** PROGRAMME ADMINISTRATOR

**REPORTING TO:** PROJECT OFFICER

**FUNDED BY:** European Regional Development Fund

**SUPERVISORY  
RESPONSIBILITY:** N/A

**LOCATION:** Plus X Innovation Hub, Brighton

**HOURS:** Standard office hours with occasional but expected event attendance, with the option to be flexible for the right candidate.

### **KEY RELATIONSHIPS:**

**Internal:** Programme Manager, Project Officer

**External:** Partner Project Officer

This full-time post is available from October 2021 until June 2023 and is a member of the new Brighton Research and Innovation Technology Exchange (BRITE) project team.

### **ABOUT PLUS X:**

Plus X enables and supports tomorrow's pioneers to meet the challenges of our time.

To have transformative ideas and make them happen; you need space, time, focus and the right people around you.

We give people the tools to collaborate, build, create, test, learn and make their ideas real. Because innovation only happens when we try something new, collaborate with someone unexpected and get a different perspective.

That's why we exist: To empower and enable bold thinkers turn an idea into something brilliant. To build local communities and help and help them grow. And champion the people using ideas for a better world.

### **ABOUT BRITE:**

BRITE (Brighton Research Innovation Technology Exchange) has been designed by Plus X, in partnership with the University of Brighton, to support leaders of companies that have ambitions to grow and scale their business through innovation and collaboration and is receiving up to £5m of funding from the England European Regional Development Fund.

You can find out more at [www.BRITEinnovation.co.uk](http://www.BRITEinnovation.co.uk)

### **MAIN PURPOSE OF THE JOB:**

To provide wide-ranging support to the Programme Manager of the ERDF Brighton Research and Innovation Technology Exchange (BRITE) project facilitating successful delivery of the BRITE Innovation Programme. The role will provide administrative and programme delivery support whilst maintaining a high quality of service for users.

### **MAIN DUTIES:**

Key responsibilities include:

- Supporting the Programme Manager to deliver a fast-paced innovation programme
- Providing a high level of administrative support to the Project Officer to capture and monitor project outputs for reporting purposes in line with ERDF compliance
- Processing programme applications and liaising with applicants to ensure businesses meet eligibility criteria
- Tracking and filing relevant application data and documentation on project drive for audit purposes
- Managing the onboarding and off boarding process for BRITE businesses
- Responsible for managing BRITE community communications through BRITE Outlook, Slack and newsletter
- Coordinating BRITE programme events and ensuring excellent execution from start to end; liaising with speakers, organising catering, room hire and AV
- Maintaining and monitoring the feedback process to ensure a high customer satisfaction for the programme participants
- Liaising with the Plus X Facilities Lead on any issues relating to the workspace on floors 3 & 4
- To undertake other duties appropriate to the grade of the post

### **KEY RESULT AREAS:**

- Positive feedback from programme participants
- Accurate data capture conducted in a timely manner for project output reporting
- Maintaining project documentation for audit purposes

## **OUR IDEAL CANDIDATE:**

- Fantastic coordination skills
- Meticulous attention to detail
- Excellent customer service
- Highly organised
- Team player
- Strong communication skills
- Always curious
- Experience working in a fast-paced environment
- A passion for innovation and supporting start ups
- Experience using Microsoft 365 (including Teams and SharePoint) desirable

## **PERSONAL & TEAM RESPONSIBILITIES:**

- Provide a good role model for staff and trainees and project a positive image to internal and external contacts and customers
- Demonstrate the Company's culture, values and behaviours:
- Take responsibility for own self-development on a continuous basis.
- Carry out responsibilities with due regard to the Data Protection Act and current Data Protection policy
- Carry out responsibilities with due regard to the Company's Equal Opportunities Policy and Environmental Policy
- Work at all times within the code of the Health & Safety Act

*This job description is not comprehensive or exclusive and duties may be varied from time to time, but these will not change the general character or level of responsibility of the job. This job description and your performance will be regularly reviewed.*