

**JOB PROFILE:** Project Administrator

**RESPONSIBLE TO:** Director of People, Change & Assurance

**PURPOSE:** We are looking for an experienced **Project Administrator** to join our team and support the efficient delivery of our Home Team 27 project.

This is a vital, hands-on role that requires someone confident in working within a busy project office. From coordinating workflows, maintenance project governance and liaising with multiple stakeholders, you'll help ensure the project are delivered on time, within budget and to our high standards.

**KEY ACHIEVEMENT AREAS:**

1. Provide high-level administrative support to the project manager and senior stakeholders
2. Coordinate and schedule project meetings, prepare agendas and take minutes
3. Maintain accurate project documentation, reports, and trackers
4. Liaise with internal departments, housekeeping teams, and external contractors and suppliers
5. Monitor timelines, budgets and milestones to ensure successful project delivery
6. Assist with procurement, contract management and invoice processing
7. Support the coordination of contracts, supplier performance and logistics
8. Act as a key point of contact for teams regarding ongoing works and contractor visits
9. Identify and help resolve risks and issues impacting project timelines
10. Manage multiple priorities and communicate clearly and effectively across teams

**What We're Looking For**

* Extensive experience working in a project office environment
* Strong organisational and multitasking skills
* Proven ability to coordinate across multiple projects and stakeholders
* Comfortable managing contractors, suppliers, and external partners
* A proactive and solutions-focused mindset
* Excellent written and verbal communication skills
* Confidence in taking ownership, working independently, and supporting a dynamic team
* Highly proficient in Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint

**Health and Safety Responsibilities**

1. Take responsibility for own Health & Safety and not to put others at risk.
2. To follow all guidance, policies and procedures associated with health and safety and ensure any risk assessments for this role have been read and understood.
3. To comply with all health and safety legislation and regulations associated with the role. If in doubt, contact the Health and Safety Team for help and support.

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| No job profile can cover every issue, which may arise within the post at various times and the jobholder is expected to carry out other duties as requested by the line manager. |

Signed:……………………………………………………………………………………….

Date: …………………………………………………………………………………………