

## **Project Administrator**

### **ONEHEALTH**

#### **Belong to Something Amazing...**

Catalyst is seeking a Project Administrator to provide essential support to our Open and Innovation Team. In this role, you will work closely with the Project Manager to help deliver high-impact innovation initiatives for businesses of all sizes and stages of maturity. You will play a key role in ensuring projects run smoothly by coordinating logistics, tracking timelines, maintaining accurate documentation, and supporting day-to-day operations. Your attention to detail and organisational skills will help the team deliver on Catalyst's mission to make innovation accessible and achievable for every company, regardless of sector or scale.

#### **About the Project**

**This is a PEACEPLUS funded project.** The **ONEHEALTH** project pioneers a transformative approach of integrating human, animal, and environmental health to address critical public health and agrifood challenges. Through strategic cross-border collaboration across Northern Ireland and the Republic of Ireland, **ONEHEALTH** leverages AI and data integration to drive innovation, improve health outcomes, and fuelling economic growth. Partnering with the Momentum One Zero City Deal Innovation Centre, the initiative unites SMEs, research institutions, and health and agrifood systems to overcome limited collaboration and scalability issues. Its dual-strand approach combines deep AI research with a fast-paced, engineer led, accelerator programme, delivering groundbreaking solutions and positioning the region as a global leader in 'One Health' innovation.

#### **About Catalyst**

We are a non-profit organisation that supports science and technology innovation in Northern Ireland with buildings and hubs in Belfast and Derry/Londonderry where companies can use our flexible workspaces to operate from. We use the profits generated from our property portfolio to deliver entrepreneurial support programmes, facilitate funding, inform policy and accelerate technology-based research and development, by linking with academia and government.

#### **Working at Catalyst**

A certified Great Place to Work® and recognised as one of the top 100 Workplaces in the UK for 2024, receiving awards for Best Place to Work, Best Workplace for Development, Best Workplace for Employee Wellbeing, and

Best Place to Work for Women, Catalyst is one of Northern Ireland's most exciting employers.

With a strong vision of Opportunity for all from world-leading innovation, this is a workplace brimming with ambition to create social, cultural, and economic advantage. We are a force for good, bold in our approach with integrity at our core and passion in everything we do.

### **Diversity and Inclusion at Catalyst**

Diversity and inclusion aren't boxes to tick on a CSR list. At Catalyst, they are part of our DNA, lived, breathed, seen, and heard across our community, projects, and co-working spaces.

We not only want to foster and empower a culture of innovation, but also an environment where people can be their true, authentic self and thrive, and we are proud to be recognised by the Diversity Charter for achieving silver status, with ambitions to progress to Gold.

As an equal opportunity employer, we recruit based solely on the individual's ability to perform the role, and that's allowed us to create an inclusive workplace which celebrates the diversity of our teams and community.

### **Key Information**

- Full time, posts funded until 30th September 2029
- Attractive benefits package – including flexible working options
- Salary up to £28,000 depending on qualifications and experience
- Based at The Innovation Centre, Belfast (hybrid working available)

### **Employee Perks**

- Competitive Benefits Package including Private medical insurance
- for you and your dependents
- Generous pension contribution
- Generous life assurance policy
- Enhanced parental leave packages
- Hybrid working options available
- Free open access to company organised events.

### **What are we looking for?**

We're looking for a highly organised and proactive individual who thrives in a fast-paced environment and enjoys supporting collaborative project delivery. The ideal candidate will have strong administrative and coordination skills, with the ability to manage multiple tasks, maintain accurate records, and keep projects on track. You should be a confident communicator, comfortable liaising

with internal teams and external stakeholders, and have a keen eye for detail. Experience in a project support or administrative role is desirable.

**Responsibilities:**

1. Co-ordinate and organise meetings on regular basis with project partners to foster positive relationships.
2. Organise and maintain diaries and make relevant appointments.
3. Support the Project Manager in the preparation of documents, briefing papers, reports and presentations relevant to the Project.
4. Maintain a filing system with partner information and project records.
5. Screen phone calls, enquiries and requests, and handling them when appropriate.
6. Participate in a variety of meetings, workshops/events, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
7. Assist in the social and electronic media channels promoting the programme
8. Perform general clerical duties to include but not limited to mailing, photocopying and filing
9. Regular reporting to Project Manager.
10. As the project draws to a conclusion, provide support for desktop research to scope funding opportunities
11. Undertaking any other reasonable duties which fall within the remit of the role

**Essential Criteria:**

1. At least 2 years' experience in a similar administrative or business support position.
2. Excellent computer skills using Microsoft Office, e.g., Outlook, Word, PowerPoint, Excel
3. Strong interpersonal skills
4. Ability to prioritise workload
5. Self-motivated with some ability to work on own initiative
6. Problem Solving skills
7. Excellent communication skills both orally and in writing
8. Excellent organisational skills
9. A team player

**Special Requirements:**

- Proof of right to work in the UK
- On occasions to work evenings and weekends
- Full current driving licence

*Criteria may be enhanced to aid shortlisting. Exceptional candidates who do not meet the criteria may be considered for the role provided they have the necessary skills and experience*