

POSITION: Scaleup North East Administrator
LOCATION: Sunderland office
TYPE: Permanent

THE ORGANISATION

RTC is an independent, dynamic and highly successful organisation. We work with companies, individuals, clusters and the public sector to help regions create better and more, high value jobs. Established over 25 years ago, RTC has a trusted reputation for delivering services in innovation and business growth. We specialise in the commercialisation of new products and services to build more innovative and vibrant economies. We provide support at all stages of the innovation and intellectual property protection process at regional, national and European levels.

THE POST

RTC are looking to recruit a highly motivated, detail orientated individual to assist with the delivery of RTC Services, in particular the Scaleup North East programme. The role involves managing the administration of grant applications and providing administrative support to the Scaleup project team.

Key tasks include:

- Liaise with grant applicants to ensure all applications and payments have the required evidence and are compliant with ERDF regulations
- Act as prime administrator for the Scaleup North East programme providing essential support and back up to members of the team.
- To help manage data entry and data integrity, with particular reference to deliverables and target outputs of the project.

THE PERSON

Skills

- Strong planning and organisational skills
- Attention to detail
- A good communicator, able to express ideas clearly, both verbally, face to face, by telephone and in written form, to actively listen logically and accurately;
- Good Interpersonal skills
- Good skills in Word and Excel. Familiarity with CRM systems would be an advantage.



Knowledge & Experience

- Prior experience of complex project administration
- An understanding of ERDF rules, regulations and reporting
- An understanding of local business support infrastructure would also be an advantage.

Qualities

- Flexible, open and positive
- Thorough and methodical approach
- Ability to work independently prioritising own workload
- Completer finisher with the determination to see tasks through to the end
- A good team player with a willingness to learn

If you feel you have the necessary skills and experience to undertake this role, please forward your CV and letter of application, confirming current salary and benefits package to:

lyndsey.pitt@rtcnorth.co.uk

If you require further information about this role, please contact ailsa.anderson@rtcnorth.co.uk or karen.moody@rtcnorth.co.uk

Background – Scaleup North East is a project funded by ERDF and LGF which RTC is delivering under the umbrella of the North East LEP's Growth Hub. It seeks to boost the number of scaling companies in the North East by working with companies who are scaling or have the potential and aspiration to scale. The project ties in with the national government's scale up agenda and is therefore of great strategic importance to RTC.

The Package

RTC is a dynamic independent technology transfer company. Its' ambition is to expand its offer and excellent reputation for delivering high quality projects across the North of England. Joining RTC at this exciting time affords an unparalleled opportunity to make a difference and be part of the economic growth of the North.

The post benefits from a generous holiday entitlement, flexi-time and contributory pension.

This is a re-advertisement. Previous applicants need not apply.

Salary: £21,000 - £24,000

