

PROJECT SUPPORT OFFICER

Grade: Grade 6 with salary range of £25,728 – £31,604 p.a.

Contract: Full-time, fixed term role until June 2019

Location: Scion House, Stirling

Closing date: Midnight Wednesday 10 January 2018

We're looking for an organisational, analytical whizz to help our busy Aquaculture Innovation Managers and Financial Controller with the workload involved in administering and analysing a growing portfolio of externally funded projects.

About us

The Scottish Aquaculture Innovation Centre (SAIC, pronounced 'sayk', for short) is one of an eight-strong programme of Innovation Centres introduced by the Scottish Government to help drive growth in sectors of key economic and social importance.

We connect industry with academia to encourage collaboration on the priority issues, sharing the insights gleaned with the wider sector. We're also working hard to attract additional UK and EU funding for Scottish aquaculture, as well as encouraging new generations into the sector and helping develop those already working within Scottish aquaculture.

The Project Support Officer is an all-new role, designed to directly support the senior management team tasked with delivering the above work.

Our wish-list

Reporting to our senior Aquaculture Innovation Managers, you'll be a real self-starter who is well-organised; able to prioritise multiple tasks in order to meet different deadlines; and is skilled at carrying out research, analysing the results and creating succinct reports. As such, you will be great with numbers and a master of all things Microsoft Outlook – particularly Excel.

Equally, you'll be a natural communicator who is comfortable liaising with a range of public and private sector stakeholders, and experienced at building good working relationships both internally and externally.

A vital part of a small team, you'll have a positive, proactive approach to work – a real 'can do' mentality – calmly managing setbacks and complexity.

The package

In return, you can look forward to:

- Grade 6 with salary range of between £25,728 – £31,604 per year
- Full-time, fixed term contract until June 2019
- 44 days' annual leave, including statutory holidays
- Generous employer pension contribution
- Free staff parking.

Your day-to-day

Interested in finding out more? Your day-to-day is likely to involve any combination of the following:

- Tracking and filing of project documents and correspondence
- Liaising with SAIC partners and sponsors in financial claims and status reports
- Analysing claim documentation to ensure accuracy and eligibility
- Monitoring project progress against targets
- Helping with the production of reports
- Representing SAIC at project-related events.

Knowledge and experience

Educated to degree level or equivalent, you will ideally have a minimum two years' experience of:

- Working within a busy office environment on multi-partner projects
- Building positive working relationships, internally and externally
- Navigating your way around Excel and other information management systems
- Analysing complex data and providing administrative support.

Some prior knowledge of the Scottish aquaculture industry would be an advantage, though is not essential, as would experience of European structural funds.

Sound like you?

Then we'd love to hear from you. Apply by submitting a covering letter outlining what you could bring to the role, along with your CV, to annemarie@scottishaquaculture.com by midnight Wednesday 10 January 2018.