



Centre for Economic
Policy Research

Research Excellence, Policy Relevance

Job Description

Projects Officer

Full time, permanent position

£27K to £30K per annum, depending on experience

Reports to Head of Projects

Travel within Europe required

Key Objectives

We are seeking a graduate with excellent administrative and organisational skills to join our Project Development Team. Relevant experience in project and budget management is highly desirable.

Working closely with the Head of Projects and Chief Executive Officer, the Projects Officer will be responsible for:

- The preparation of funding proposals for research projects to be submitted to European and other funding bodies
- The negotiation of the contracts for successful proposals. This involves liaison with funding bodies, the collection of administrative information, and the provision of guidance to researchers on the technical, financial and legal aspects of contracts
- The administration of CEPR research projects, including financial management, monitoring the progress of projects and the submission of deliverables; and reporting to funding agencies
- Maintaining good working relationships with the scientific leaders and researchers in CEPR projects, as well as with the project administrators from funding bodies and collaborating institutions

Person Specification

Essential

- Skills in building and sustaining relationships with researchers and funding bodies
- Ability to work effectively in a fast-paced, hectic and rapidly changing environment and particularly to deadlines
- Excellent interpersonal communication skills and the ability to work in a team
- Excellent written and spoken English, and in particular experience with drafting documents such as project proposals, project reports, as well as various forms of correspondence relating to research contracts
- Excellent analytical and problem-solving skills

- High degree of familiarity with the MS Office suite
- Highly numerate with experience of using Excel
- Knowledge of working with financial reporting systems and financial administration
- Budgetary management skills
- Right to work in the UK and travel within the EU without a visa

Desirable

- Relevant experience in project management or research administration and knowledge of funding schemes
- A relevant degree (economics preferred but not essential)
- Awareness of topical European policy issues and EU research funding
- Other European languages

Centre for Economic Policy Research

CEPR is an independent, non-partisan, pan-European non-profit organization. Its mission is to enhance the quality of policy decisions through providing policy-relevant research, based soundly in economic theory, to policy-makers, the private sector and civil society. The results of the research conducted by the Centre's network of over 1,000 affiliated researchers are disseminated through a variety of publications, public meetings, workshops and conferences. The Centre also seeks to strengthen the professional excellence of European economics, by fostering and promoting a vibrant virtual community of academic economists.