

## Job title: Project Administrator

**Post details:** Casual contract, fixed-term to August 2026, up to a maximum of 50 working days (or 360 hours). There is no set working pattern; workload will vary month to month depending on the requirements of the project.

**The closing date to apply is:** 14.03.2025

The International Confederation of Alcohol, tobacco and other drugs Research Associations (ICARA, <https://www.icara.info/>) is an umbrella organisation for research societies, organisations and individuals in the substance use and addictive behaviours field. Our mission is to promote, support and enhance research on alcohol, tobacco and other drugs both nationally and internationally. We have a deliberate focus on capacity building and strengthening and connecting people across disciplines and countries.

We are seeking an administrator for a project funded by the Royal Society of Edinburgh, that focuses on strengthening collaborations in alcohol research in the Global South through the ICARA network. The project runs from September 2024 to August 2026 and comprises of three workshops, two online and one in-person. As the project administrator, you will carry out administrative tasks related to hosting these workshops including preparing flyers, sending invitations, supporting collaborators in workshop preparations, taking notes from the workshops to enable the writing of a report and arranging travel and accommodation for the in-person workshop co-facilitator from South Africa.

This post is ideally suited to a candidate with strong organisational, administrative and communication skills. Due to the nature of the project, we are seeking a candidate who is based in the UK. You will be affiliated to the Institute for Social Marketing and Health (ISMH) within the Faculty of Health Sciences and Sport at the University of Stirling (where the PI is located), but will work closely with ICARA board members from other institutions across the world.

### Description of Duties

- Provide administrative support for ICARA's RSE project activities
- Assist in organising of ICARA sub-group RSE meetings and take meeting notes
- Assist in supporting collaborators of workshops and take workshop notes
- Prepare flyers and other materials for RSE project and send invitations for workshops
- Support the booking of travel and accommodation for ICARA Board Member to attend an in-person workshop
- Where feasible, support the writing of a final short report

Informal enquiries should be made to Dr Isa Uny, Senior Research Fellow at ISMH and ICARA Board Member ([isabelle.uny@stir.ac.uk](mailto:isabelle.uny@stir.ac.uk)), or to The Chair of ICARA Dr. Andrea Mohan ([amohan001@dundee.ac.uk](mailto:amohan001@dundee.ac.uk)). Please apply by sending a cover letter and your latest CV to [amohan001@dundee.ac.uk](mailto:amohan001@dundee.ac.uk) by 14<sup>th</sup> March 2025.

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