

Crucible

Administrator - General Information

The role of administrator may be carried out by one or two people continuously or by several people fulfilling different roles over the course of the Crucible programme. It is wise that everyone involved understands the whole process so they know where their part fits in.

This brief overview is a guide to the overall administration required and is supported by the other documents in this section.

- Process and time map.
- General Lab logistics (including sample joining instructions and sample feedback questionnaire).
- Selection Process administration.
- Lab 4 and grant administration (including sample grant proposal form).

It is not an exhaustive list of specific things that *must be done*; it is a guide to some core things to think about in fulfilling the administration role to support the delivery of the application process and Labs.

In particular the administrator is likely to be the main point of contact for all the groups involved in Crucible:

- Applicants.
- Participants.
- Facilitators.
- Guest speakers.
- Contributors/panel members.
- Other visitors.

Each group will have specific needs relating to their role in Crucible but there will also be some commonality regarding the administrator role, as there are ten core areas where administration is required:

1. Supporting the application process; acknowledging receipt of applications, answering applicants' queries; providing administrative help to distribute application forms for assessment; recording assessment panel decisions; and sending out confirmation of decision letters.
2. Managing the registration of successful applicants – including chasing participants for confirmation they are attending, chasing for their completed contracts and other relevant information such as biographies, photos and accommodation and catering needs.
3. Managing speaker confirmations and sending out/monitoring return of contracts (where applicable), completed biographies and requirements for accommodation from facilitators, guest speakers and other contributors.
4. Liaison with the venue regarding timings of sessions, refreshments and meals for each Lab; provision of AV and other materials and liaison around storage of bags, materials and layout of rooms.

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5. Compiling a set of participant biographies and photos for distribution before Lab 1.
6. Preparing summary notes about each venue, including directions, maps and taxi information, to be included in joining instructions for each Lab.
7. Sending out joining instructions to participants, facilitators, guest speakers, contributors and other visitors for each Lab.
8. Preparing participant, facilitator, guest speaker and visitor packs and badges for each Lab for collection at the start of each Lab.
9. Collecting and paying travel expenses relating to each Lab unless they have been paid in an up-front award payment.
10. Collating feedback following each Lab.