



Project Support and Administration Assistant

Job description

Role title: Project Support and Communications Assistant

Length of contract: 6 month contract – Kickstart scheme

Part time: 25 hours a week, We would like full days (7.5 hours on Tuesday, Wednesday and Thursday included in the hours. The other 2.5 hours can be flexible and respond to project needs or your other commitments.

Salary: London living wage - £10.85 per hour

Location: working from home currently but when the Covid situation allows, some days from our shared office space in north London (Finsbury Park)

WSA is an organisation that has built its reputation on substantial expertise, experience and knowledge in the fields of community development, social inclusion, participation and empowerment.

Our many years of practical experience working with a diverse range of community groups, organisations and individuals give us a clear understanding of community development and the skills to undertake complex projects. For more information about us please see our website www.wsacommunity.co.uk

About the role

This is primarily a project support and administration role working as part of a small team. We work on varied and exciting community projects including organising training, events, longer term consultations and evaluations, community development with specific communities and some work more on a strategic level. All these projects require support and good organisational skills. The overall responsibilities of this post would be:

1. To provide Admin and organisational work to support projects
2. To support the organisation and delivery of events including preparation, liaison with attendees, technical support and report writing
3. To take responsibility for some aspects of communications and social media
4. To support our training programme including supporting the communications around this and building our databases and contacts to promote training courses.

5. Anything else that would be withing this role to support the business needs
6. Producing reports, write ups of workshops, training and events as agreed
7. Attend and contribute to WSA Community Consultants team meetings. Feed into wider WSA business discussions and plans and contribute to the movement of the business going forward
8. Administration and organisational work as required to support projects
9. Ensure that GDPR records and systems are up to date and meet our requirements
10. Organisation administration including scheduling and planning meetings/ events/ workshops/ trainings, organising electronic files, information systems, databases, project delivery and timelines
11. Preparing and distributing promotion and marketing materials
12. Undertake other delegated tasks as required at the level of the post and in the spirit of being a small team

Person specification

	Essential	Desirable
Education <ul style="list-style-type: none"> • Is educated to degree level or had equivalent work experience to show that the candidate can manage the complexity of this role. 	x	
Experience and skills <ul style="list-style-type: none"> • Has some experience delivering effective administration and support in a professional environment • Has excellent organisational, communication and IT skills • Is well organised and can plan around projects and work delivery. 	x x	x
Knowledge: <ul style="list-style-type: none"> • Digital platforms and social media (inc. Zoom) • Working to high ethical standards • Understands the needs to support and work with communities. 	x x x	
Abilities: <ul style="list-style-type: none"> • Excellent verbal, written communication, interpersonal skills. • Is reliable, enthusiastic and self-motivated • Is able to work remotely and unsupervised 	x x x	

<ul style="list-style-type: none"> • Is flexible, able to work on their own or as part of a team as required and can react to the demands of new contracts and changing workloads. 	x	
<p>Other skills or approaches:</p> <ul style="list-style-type: none"> • Shares a passion for supporting communities and some of our values. Understands our vision and the changes we hope to make. • Engaging both with the team and also with our clients and the communities we work with. • Is available for some evening and weekend work when required and to take time back in lieu 	<p>x</p> <p>x</p> <p>x</p>	