



Project Assistant

RESPONSIBLE TO: Macmillan Prevention and Re-Enablement Project Manager

PLACE OF WORK: The Park Centre, Daventry Road, Bristol BS4 1DQ

JOB PURPOSE: To provide administrative and overall project support to the Project Manager to ensure the smooth running of the Macmillan Prevention and Re-enablement Project.

HOURS: 22.5

SALARY: £17,940 pro rata (£10,764 per annum)

Tasks and responsibilities:

1. Managing referrals: To act as a point of contact within the LinkAge Network for people who are referring into the project, or being referred from cancer support services, providing information and signposting them to appropriate activities.
2. To distribute Macmillan's and the project's information and support materials.
3. To arrange meetings and take notes of the project's Advisory Group
4. To support the Project Manager in the coordination of Well-being events to showcase what activities and services are available for the over 55's affected by cancer.
5. To support and attend other relevant community events and taster days where required.
6. To support training events programmed by the Project Manager for tutors, staff, volunteers, course leaders etc.
7. To provide general administrative support to the Project Manager including dealing with correspondence/post, telephone enquiries, arranging meetings, taking minutes, photocopying, preparing publicity materials and developing / maintaining comprehensive filing systems (both computer and paper based).
8. Coordinating the project evaluation process; disseminating and following up questionnaires via phone, email and post.

9. To support in the preparation of reports, maintain databases and spreadsheets, and keep statistical and financial information as required.
10. To provide professional and friendly customer care, dealing with enquiries and bookings from service users, members of the public, staff and other service providers.
11. To regularly update the LinkAge Network website and other services with forthcoming events, activities and information.
12. To support budget management; maintaining petty cash and invoice records
13. To support the design, production and distribution of posters and flyers
14. To help with the wider project communications to include compiling case studies, community articles and updates for social media.
15. To carry out other tasks and duties from time to time, as required.
16. To work within the standards, policies and procedures of the LinkAge Network.

General

- Duties must be carried out in compliance with LinkAge's Equality and Diversity Policy.
- This job description only contains the principal accountabilities relating to this post and does not describe in detail all the duties required to carry them out.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and this means that any criminal conviction, including spent convictions, must be made known at the time of the application.
- Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for service users, visitors and employees.

PERSON SPECIFICATION

EDUCATIONAL/PROFESSIONAL QUALIFICATION		Essential	Desirable
1.	GCSE or Certificate in a relevant subject		✓

CAREER EXPERIENCE			
2.	Providing project support	✓	
3.	Contribution to event coordination	✓	
4.	Working in the health or social care sector		✓
5.	Experience of working in a small team	✓	

KNOWLEDGE OF			
6.	CRM systems and / or relational databases	✓	
7.	Issues that affect people with cancer or recovering from it		✓
8.	Local authority, health, community and voluntary sectors	✓	
9.	Issues affecting older people		✓
10.	Basic knowledge of monitoring and evaluation	✓	

SKILLS / APTITUDES			
11.	Good communication skills – interpersonal, written, verbal and listening.	✓	
12.	Sympathetic, patient and caring manner	✓	
13.	Organised, structured approach to tasks	✓	
14.	Efficient in completing tasks to meet deadlines	✓	
15.	Competent user of MS Office applications	✓	
16.	Accuracy and attention to detail	✓	

