



Job Description and Person Specification

Community Projects Assistant

Job Title: Community Projects Assistant

Salary: £22,000 FTE

Location: Hybrid (Primarily home working with some travel throughout Hampshire)

Contract type: Initially 1 year with aim to extend

Hours per week: 21-28 hours (3-4 days/60-80% FTE)

Start date: As soon as possible

Line Manager: Community Projects Officer

Notice Period: 1 month

Probation Period: 3 months

Closing date: Tuesday 9 May, 9:00

Interview date: Tuesday 14 May

Job Purpose:

To support the design, delivery, evaluation and resourcing of projects across the organisation's three overarching themes – Supporting the Voluntary Community and Social Enterprise (VCSE) sector, Challenging Disadvantage and promoting Community-Led action. by providing high-quality support and co-ordination as a member of several project delivery teams.

This is a multi-faceted role, with opportunity to grow and develop. You'll work across the organisation, involved in many different projects and collaborating with colleagues across the team.

Key responsibilities:

- Work collaboratively as part of several project delivery teams to enable the successful design and delivery of projects
- Provide first point of contact for enquiries and referrals related to various projects
- Support the monitoring and evaluation of projects and activities against programme outcomes and VCSE/community needs.

- Co-ordinate and collate monitoring information including feedback and evaluation forms, data entry and communications content
- Undertake community consultation/evidence-gathering and interviews with project partners, service users and other stakeholders to understand needs, appetite for and effectiveness of activity, writing up findings, and working alongside colleagues to analyse findings and identify areas for improvement.
- Develop impact stories – researching, interviewing, writing, securing images and permissions
- Support project and financial reporting, and record-keeping including gathering, collating and supporting the analysis of data and information.
- Support projects to be fully funded researching funding options, analysing funder requirements and ‘fit’ with the charity’s activities, and maintaining records of funding bids
- Provide administrative support to help facilitate the development and delivery of specialist knowledge areas within project teams
- Co-ordinate project meetings, events and training: booking venues and refreshments, managing attendance bookings, arranging keynote speakers, preparing packs, taking minutes, collating monitoring data.
- Update and maintain project records and communications including quarterly reports, quotes, blogs and news items to ensure projects are well-documented and communicated
- To work collaboratively with colleagues across the organisation
- To follow relevant systems and processes, and use appropriate tools (including Salesforce and ClickUp project management software) to ensure quality control across Action Hampshire’s project delivery
- To support the implementation of our efforts to improve the reach and effectiveness of Action Hampshire’s projects by setting and working to (reasonable) targets & benchmarks, and aligning activities in order to meet/ targets
- To positively promote our work in a professional manner, consistent with our core values, whilst seeking to inspire confidence in the quality of Action Hampshire products during every interaction with staff, members, stakeholders, supply chain partners and funders.

This job description is indicative of the range of current duties and responsibilities for the post, it is not comprehensive. It is inevitable that the duties will change to reflect organisational change and it is essential therefore that it is regarded with a degree of flexibility, so that changing needs and circumstances can be met. All changes will be discussed with the post holder.

Person Specification:

Skills

- Excellent team work skills
- Ability to respond to queries promptly and appropriately
- Able to address problems calmly, appropriately and collaboratively

- Ability to give and receive constructive feedback
- Self-motivated and able to work independently to complete tasks in their area of responsibility
- Patience, flexibility and determination
- Ability to accurately and appropriately monitor and evaluate activities against outcomes
- Excellent written and verbal communication and skills
- Ability to write and manage emails, use MS Office effectively (including Excel) , and ability to learn how to use online platforms and do website updates
- Strong interpersonal skills; honesty and integrity
- Excellent administration, organisation and record keeping skills, high attention to detail

Experience

- Demonstrable experience of community consultation and/or interviews with service users, community members, other stakeholders
- Experience organising digital and in person events, including event logistics, planning and preparation
- Experience using digital feedback platforms (such as SurveyMonkey, Menti, etc)
- Demonstrable experience gathering, collating and supporting the analysis of data and information