

Job Description and Specification

Job Title	Projects Assistant
Scope	Substantive; Full time or near full time
Location	Requires occasional out of hours working Hybrid working including at BSG Offices, London, NW1
Date Job Description Prepared	September 2024
Reports to	BSG Project Manager
Other Regular Relationships	BSG Team, Project Clinical Leads, external stakeholders, BSG Members
Overall Purpose of the Job	To support the management of key projects commissioned by the BSG
Salary Bracket	£30,000-34,000 per annum

About the BSG

The British Society of Gastroenterology (BSG) is an organisation focused on the promotion of gastroenterology and hepatology within the United Kingdom. It has over 4000 members drawn from the ranks of physicians, surgeons, pathologists, radiologists, scientists, nurses, dietitians and others interested in the field.

Founded in 1937, it has grown from a club to be a major force in British medicine, with representation within the British Royal Colleges and consequently the Department of Health and Government.

The BSG believes that equity of opportunity is of fundamental importance for everyone involved in our organisation. We welcome and actively seek to recruit individuals to our activities regardless of race, religion, ethnic origin, disability, age, gender or sexual orientation.

Job Summary:

The Projects Assistant will support the BSG Project Managers and projects team in all aspects of project execution. This includes organising project activities, maintaining project documentation, communicating with stakeholders, and ensuring that all project requirements are met in a timely and efficient manner.

Key Responsibilities:

1. Administrative Support:

- Assist in the preparation and maintenance of project documents, reports and presentations.
- Organise and schedule project and section committee meetings, including preparing agendas and taking minutes.
- Maintain project calendars and ensure timely communication of project milestones and deadlines.

2. Communication:

- Act as a point of contact for project stakeholders, addressing enquiries and providing information as needed.
- Attend nine sections' committee meetings to ensure project ideas are effectively communicated back to the projects team.
- Assist in the preparation and distribution of regular project updates and communications to team members and stakeholders.
- Facilitate effective communication within the project team.

3. Documentation and Record Keeping:

- Maintain accurate and up-to-date project files and documentation.
- Ensure proper documentation of project activities, decisions and changes.
- Assist in the preparation of project proposals, contracts and other formal documents.

4. Project Coordination:

- Track project progress and report on milestones and deliverables.
- Assist in the coordination of resources, including personnel, equipment and materials.
- Support the Project Manager in monitoring project budgets and expenditures.

5. Miscellaneous:

- Perform other duties as assigned by the Project Manager or senior project team members.
- Contribute to the improvement of project processes.
- Attend and support the BSG annual conference which takes place over four days in June each year.

	Essential	Desirable/Developmental
Experience and Skills	<ul style="list-style-type: none"> • Experience of working with a wide range of stakeholders; understanding their needs and the best channels to engage with them. • Strong organisational and time-management skills. • Excellent written and verbal communication skills. • Ability to work independently and as part of a team. • Attention to detail and problem-solving skills 	Prior experience in project management or administrative support roles.
Personal Qualities and Attributes	<ul style="list-style-type: none"> • Teamwork – Able to work collaboratively with colleagues and stakeholders to achieve a positive and supportive working culture. • Adaptability – Ability to adapt rapidly to new opportunities and able to be an ambassador for change. 	Track record of maximising work across different departments or company functions to achieve efficiency and generate business opportunities.
Core requirements	<ul style="list-style-type: none"> • Proficient knowledge of Microsoft Office applications. • Experience of working using remote meeting systems. • Ability to quickly adapt to the use of new systems 	.

This document describes the main elements of the job. It is a guide to the standards and main duties as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule and is subject to review on an on-going basis.