

Lincolnshire Action Trust

Job Description and Person Specification

Job Details

Job Title	Project Assistant – Kickstart Scheme
Reports to:	Business Development Manager
Based at:	Head Office, Newland, Lincoln
Hours	25
Grade/Salary	NMW for age
Purpose of Job:	To provide assistance to ensure the smooth running of existing and new projects and initiatives, including marketing and social media.
Scale of Responsibilities	Identified administration tasks

Key Responsibilities

1	To support the mobilisation of new projects and initiatives to ensure all milestones are achieved.
2	To assist with the planning and implementation of team and organisational plans e.g. annual marketing strategy, self-assessment, quality assurance.
3	To assist with internal quality assurance activities.
4	To assist with marketing activities internally and externally
5	To provide assistance managing and developing social media channels.
6	To liaise with identified individuals, teams and external organisations to undertake agreed tasks.
7	Scanning, photocopying and filing of documents.

Person Specification

Area	Essential	Desirable (or skills to develop)
Knowledge and Skills	Developed IT Skills – Word, Excel, Outlook/email use, social media	Essential skills will be developed further plus: Interpersonal & written communication skills

	<p>Ability to communicate well verbally and using the written word.</p> <p>Ability to plan & organise time and work to deadlines</p> <p>Ability to work on own initiative</p> <p>Understanding of marketing tools e.g. press releases, social media</p> <p>Ability to carry out accurate detailed work</p>	<p>Record keeping</p> <p>Team work</p> <p>Understanding of Marketing and associated processes</p> <p>Marketing & PR skills</p>
Qualifications	n/a	
Previous Experience	n/a	
Personal Qualities/Behaviours	<p>High regard for confidentiality</p> <p>High regard for professional boundaries</p> <p>Ability to interact with others in a pleasant & professional manner</p>	<p>Enjoy providing support to others</p>
Other requirements	<p>Committed to valuing diversity</p> <p>Committed to ongoing personal development</p> <p>Subject to an Enhanced DBS check</p>	<p>Driving licence and access to vehicle</p>