

Role Title: Project Assistant Volunteer



Role Purpose: Assisting the Manager in the co-ordination of European Union projects and activities including planning, project budget, application of controls and reporting of progress. To take responsibility under direction and discretion of the Manager for key result areas such as project performance, project budget control, progress monitoring and reporting

Key Result Areas and Responsibilities:

Support in the creation of, and help maintain, detailed Project Plans for each project under the guidance of the Manager

Ensure the Project Plans are maintained in relation to progress achieved and alert the Manager. to actual or forecast deviations

Assist the Manager in the maintenance of project management information as required to monitor, control and report project progress

Support the Manager with the planning, preparation and control of meetings and subsequent outputs and actions. Including meeting bookings, agenda preparation, information packs, minute taking and action progression

Build excellent working relationships with key stakeholders both within and outside KEL

Develop an outreach programme to ensure maximum community engagement with projects/activities of the Association

Act as an ambassador for the organisation and consistently demonstrate behaviours in line with the organisations values

Take responsibility for personal development ensuring that a personal development plan is maintained at all times

Working evening and weekends as required from time to time.

Describe with whom the role regularly interfaces:

External: Welwyn Hatfield Borough Council, Hertfordshire County Council, WH CVS, Funders, other voluntary organisations, local schools and colleges

Internal: Board of Directors, Projects , office staff and Volunteers,

Key Technical Skills / competencies:

Highly organised

Project management capability

Team player

Good at building relationships

Effective influencer and communicator

Analytical skills

Fluent at interpreting a wide range of information and can use this to determine the best approach to meet development needs of project and the organisation

Qualifications/Experience Required:

Educated to degree level or equivalent experience essential

Excellent, proven organisational and administrative skills

Experience of IT packages including Microsoft Word and Excel

Good facilitation, reporting and presentation skills

Good written and verbal communication skills and proven stakeholder management skills