

Project Assistant Job Description

Job Title

Project Assistant -part time

Reports To

The Project Assistant will report to the Project Manager

Job Overview

The role of this post is to assist the Project Manager to plan, organise and implement strategies to ensure success of the project.

The ideal candidate will be able to work closely with the project manager but can work independently. They will be sociable and friendly to help Participants feel at ease and will often be the first point of contact.

Project Overview

LEADA Cambs CIC have been awarded funding to support their Creative Dramatic work in the local Community. To satisfy the funders, CLLD and European Social Fund, LEADA offer opportunities to help those who are furthest away from the employment market to progress towards training and/or employment.

This is offered by LEADA in two ways:

- a Participant place in Viva la Voce where they will gain confidence through singing
- Participant membership of the volunteer team and a programme to provide experience to gain confidence, skills and opportunities to help the LEADA community

Responsibilities and Duties

- Help to recruit Participants (Viva la Voce and Volunteers) at Job Café (<http://www.queenmarycentre.co.uk/jobcafe.html>) through delivering Participant invitations, contacting and meeting with organisations who may know potential Participants.
- Help to devise the Volunteer Programme to progress participants to target.
- Assist Project manager to plan requirements for shows and productions to create time tables and task lists for Participants.
- Assist with Interviews and induction of Volunteer Participants and conduct informal reviews (check how they are feeling and see to their immediate needs).
- Take part in Adult Safeguarding training and support Participants in training sessions.
- Supervise and support Volunteer Participants in their volunteer tasks, particularly backstage and lead by example.

- Manage events with a view to organising a Volunteer Participant team to set up for the event.
- Attend the Volunteers' monthly meetings, take minutes and compile the agenda.
- Assist Participants with completion of their timesheets, attendance records and self-evaluation of their progress.
- Assist Project Manager to check for and remove barriers to Participant Volunteers so they can complete tasks successfully.
- Read and abide by our Safeguarding, Volunteers, Inclusion, Equality, Health and Safety policies in practice and lead by example.
- Be aware of Legal implications of working with Participant Volunteers on the Volunteer Programme.
- Assist Project Manager with marketing to recruit participants to Viva la Voce and the Volunteering Programme.
- Attend CLLD (Cams Acre) events or training regarding Supervision of Volunteers with the Project Manager

Qualifications

- GCSE or equivalent in English (essential) and Maths (desirable)
- Experience in managing a team or task force (essential)
- Experience in a customer facing role (essential)
- A DBS check will be required for this role at no cost to the applicant

This salaried position is paid by a grant from the European Social Fund

