



LISKEARD COUNCIL
WORKING FOR YOU

LISKEARD TOWN COUNCIL

Project Assistant – Cattle Market Makers Project
2 year Fixed term contract

SCP 9 - £20,344 p.a. pro rata (£10.54 per hour)

Part time 18 hours per week – usually xxx Monday to Friday

Responsible to the Project Manager

Important Functional Relationships

TC staff, councillors, CC officers and councillors, partners / supporters (see bid), tenants, local businesses, course participants

Job Description

Main purpose of the job:

Support the Project Manager in the delivery of the CMM project, providing administrative support

Main responsibilities and duties:

Primarily to assist the Project Manager with the provision of general clerical and administrative duties, reception services, filing, photocopying, procurement of goods, stationery supplies, maintenance of office systems, including data bases, maintenance schedules, forward planning.

Manage the booking and usage of the shared space. Raise invoices and process payments.

Complete quarterly claims for the ERDF and ESF funding.

Provide support to users of the digital fabrication laboratory

Update project websites and social media pages, promoting availability of work units, shared spaces, business support events, and courses.

Assist with the planning and delivery of business support workshops and events, such as arranging venues, booking speakers, create marketing materials, and carrying out online promotion.

Arrange courses, such as booking of facilitator, venue, promotion and taking bookings.
Liaise with participants to assist with completing forms, claiming expenses etc

Liaison with Plymouth College of Art to arrange access to equipment such as kilns, jewellery workshops, glass blowing facilities, etc for participants

To keep records ofxxx

To ensure administrative records in respect leases, and participants are kept up to date and comply with GDPR regulations

To undertake such other duties appropriate to the grade and character of work as may reasonably be required by the Council. Significant permanent changes in duties will require agreed revisions to this job description.

To keep up to date records of all supplier contracts and service agreements.

NOTES

- (i) To undertake such training as shall be directed by the Project Manager and to commit to undertaking a programme of continuous professional development relevant to the responsibilities of the post.
- (ii) To comply with all health and safety requirements and hygiene requirements at all times.
- (iii) To attend and participate in all relevant internal and external meetings in connection with the responsibilities of the post.
- (iv) To ensure that the Council's various policies, procedures, financial regulations and standing orders are adhered to in carrying out all tasks and duties including adherence to the Council's Code of Practice relating to confidentiality.

February 2020

Person Specification – notes for inclusion

Experience of dealing with grant funding claims

Experience of managing budgets?

Experience of facilities booking management

Invoicing

Updating websites

Social media

Marketing

Office/admin – Microsoft packages

Communication skills

Customer facing/service industry

Safeguarding? – potentially dealing with vulnerable people

First Aid

Self-motivated
Lone working
Time management/meet deadlines
Discreet and trustworthy

DRAFT