

Job Description

Job Title:	Project Assistant	Job Level:	1A	Job Ref:	274
Directorate:	UK Operations	Region:		Northern Ireland	
Reports to:	Robert Shearman	Directly Responsible for:		N/A	
Location	Derry				

Department Purpose

- TCV's Operations Team connects people to protect and restore nature, delivering lasting benefits for both.

Role Overview

A TCV Project Assistant is responsible for providing valuable operational support to TCV projects.

Role includes:

- 1) Manage incoming and outgoing communications and greet visitors.
- 2) Provide administrative support for Acorn Farm Project including e-mails, phone calls and texting Acorn Farmers.
- 3) Help to create and send newsletters to Acorn Farmers using Mailchimp.
- 4) Produce documents using, Microsoft Office applications, Word, Excel etc
- 5) Help with organising events for Acorn Farmers.
- 6) Complete procurement activities.

Key Role Responsibilities

Resource Management and Financial Responsibilities

- Safely use the range of tools, equipment and materials required to provide project support, reporting any issues in a timely manner.
- Assist with obtaining materials required for projects.
- There is no formal requirement for income generation in this role, but it is expected that you deliver projects to a high standard, contribute ideas based on your experience and be a good ambassador for TCV – all of which contribute positively to the charity's income.

Working Relationships and Communication

You will:

- Provide support and guidance to volunteers for the projects on which you are working, mainly working with the local project team you are supporting but could work with others across the local area and wider organisation as needed.
- Share project related information with others as required to support delivery of the project.
- Promote a positive image of TCV to volunteers, clients, funding partners and to the general public.
- Advocate TCV's Volunteer Programme, sharing its benefits and opportunities with members of the public.

Autonomy, Complexity and Risk

You will:

- Support delivery of TCV projects alongside other TCV staff.
- Work within TCV's established policies and procedures.
- Assist in preparation of, and compliance with, risk assessments relating to the projects you are supporting.
- Use your initiative to safely support delivery but escalate issues or concerns to other project staff or your line manager in a timely manner.

Planning and Reporting

- Assist with project planning and delivery to support meeting agreed objectives and deadlines being met.
- Use TCV data systems to record information and complete task reports.
- Provide general administrative support as required.

Additional Responsibilities	
<ul style="list-style-type: none"> Your main focus is providing operational support to your projects, but you might be asked by your line manager to carry out some other activities as appropriate to the level and nature of your post. You are required to adhere to TCV policies and procedures, including Health and Safety, GDPR and Safeguarding at all times. 	
TCV Values and Behavioural Framework	
Our Values: <ul style="list-style-type: none"> Make stuff better. Make a positive environmental impact. Crack on and muck in. Make a difference. Be the best that we can be. 	How we demonstrate our values through our day-to-day work is outlined in our supporting behavioral framework. This framework forms part of our annual performance and development review (APDR) process
Regulatory Requirements (delete as applicable)	
Criminal Record Check and Self Disclosure, either <ul style="list-style-type: none"> Access NI – basic 	<ul style="list-style-type: none"> Full UK Driving Licence - car and small van / minibus / minibus + trailer
	<ul style="list-style-type: none"> First Aid at Work Certificate - (or willingness to do the training)

Person Specification

	Essential	Desirable
Education / Qualifications		
A good general standard of education, typically including GCSEs passes in English and Maths or equivalent or equivalent relevant experience.		X
NVQ Level 2 or equivalent qualification or equivalent relevant experience.		X
Experience		
Experience and/or a keen interest in TCV's core objectives of conservation and/or health & wellbeing.	X	
Working with volunteers.		X
Prior experience in a similar role.		X
Involvement in practical projects or services in a support role.	X	
Previous experience in a relevant not-for-profit / funded organisation.		X
Knowledge, skills and abilities		
Ability to provide support to others in the delivery of local practical projects to contribute to project objectives being met.	X	
Ability to safely use a range of project-related tools and equipment.	X	
Ability to effectively follow, and where appropriate, support others in following, policies and procedures.	X	
Ability to use IT systems to record information.	X	
Personal Characteristics		
Good communication skills.	X	
Have a keen interest in the objectives of TCV and our overall objectives.	X	