



JOB DESCRIPTION

Job title:	Project Assistant
Project:	The National Lottery Community Fund - Jamii 2
Work base:	Cardiff (Currently Agile Working)
Pay scale:	£19,463.00 per annum pro rata (Actual £9,342.24 per annum based on 18hrs per week)
Report to:	Jamii Project Coordinator
Contracted hours of work:	18 hours per week
Holiday entitlement:	28 days plus Bank Holidays pro rata
Term of contract:	Fixed Term contract up to 31st March 2025, subject to Funding.

BACKGROUND TO SUB-SAHARA ADVISORY PANEL (SSAP)

Sub-Sahara Advisory Panel was formed in 2009 when a number of African diaspora groups in Wales met to consider how they might collectively advance their common interest in local and International Development. We are not an organisation representing African Diaspora communities in Wales but one that seeks to utilise skills, capacity and knowledge found within Welsh African diaspora communities for the benefit of all. We want to bring our lived experiences and provide reality check to the charity sector as well as advocating for diaspora for development. We do this by implementing development initiatives in Wales and across Sub-Saharan Africa. See www.ssap.org.uk for more information.

PROJECT BACKGROUND

Jamii is one of SSAP Project aiming to bring about positive health based changes for African diaspora communities in Wales following Covid-19. Findings from PHW's Public Engagement Survey on Health and Well-being during Coronavirus Measures suggest that coronavirus and the lockdown restrictions are currently having a greater impact on the mental health and wellbeing of African communities in Wales. Working with various partners in Wales the project will help reduce health inequalities, improve access to health care, improve health and well-being amongst African communities (both physically and mentally) and help individuals use creativity and self-expression to support well-being, and reduce social exclusion.

JOB SUMMARY

The post holder will contribute to the provision of an effective, efficient, and comprehensive Administration Service to support the aims and objectives of the Organisation in particular, Jamii Project. You will be responsible for providing Administrative Support for Jamii Project Coordinator by undertaking core project administrative tasks on a day-to-day basis. Project Assistant will need to be flexible in order to provide a first class, professional service to include assisting with project reporting information, minutes taking for project related meetings, supporting the coordination of project activities, Events and project related meetings.

MAIN DUTIES AND KEY RESPONSIBILITIES

Assistant & Administration

- To provide day to day administration support to Jamii project coordinator and undertaking a wide range of activities to ensure a focus on key priorities.
- Responsible for ensuring progress on actions are delivered within agreed timescales, often dealing with matters relating to Jamii project coordinator.
- Assist with project data compilation.
- Assist with databases for the project which will include beneficiary and activities information.
- Assist in scheduling and booking events & meetings venue.
- Assist the project coordinator in general project related queries and signpost if required.
- Assist in minute taking during partnership meetings and any other project related meetings if required.
- Any other matters related to the Jamii project that may become necessary.
- Successfully completes critical aspects of deliverables with a hands-on approach.
- Assists in coordinating the papers, logistics and agenda of Jamii management team and trustee board meetings as and when required.
- Liaise with project partners to ensure that project activities are delivered timely.
- Assist the project coordinator with the information to support in producing quarterly reports to SSAP's panel members, Management Team, Partners and of the Funders.
- Administrate logistical support for field trips including itineraries and travel arrangements and attending project related events when scheduled.
- To manage the full range of duties contributing to the efficient and effective performance of Jamii project and of wider SSAP projects.
- To be responsible for ensuring pro-active and responsive daily management of diary, emails, telephone calls and other correspondence.
- To ensure excellent records are maintained in accordance with SSAP's policies and procedures and the requirements of other regulatory organisations using IT systems for recording and producing information where relevant.
- Assist Jamii project coordinator in the collation of statistical information relevant to the project.
- Keep receipts and maintain financial records, in consultation with Finance Officer.
- Assist in the purchase and collection of furniture, equipment, materials, and supplies relating to Jamii Project when required.
- Committed to working and engaging constructively with internal and external stakeholders on a range of business sensitive issues.
- Nurture key relationships and maintain networks internally and externally.
- Present a professional, welcoming, and helpful image to staff, other organisations, the public and press.
- Type correspondence, reports, and other documents to a high standard and with due respect for confidentiality and corporate style being fully proficient with Microsoft Office, including Word, PowerPoint, and Excel.
- Undertake specific project and ad hoc work on behalf of SSAP CEO as required.
- Maintain an awareness of ongoing issues to be able to tie up correspondence appropriately, chasing up action and giving position statements prior to meetings taking place.
- Ensure that all documentation (manual, electronic and digital) is efficiently and effectively dealt with including operating a forward planning system.
- Takes and transcribes formal meeting notes.

- Maintain and develop comprehensive filing systems, both paper and electronic, ensuring efficient and effective retrieval of documents, and systems that are catalogued and accessible.
- To organise and co-ordinate project activities as and when required.
- To assist Jamii project coordinator and CEO in the collation of statistical information relevant to the project.
- To maintain clear and adequate records of work done and in progress and ensure that they are accessible to management, other staff and volunteers.
- Maintain and develop templates and forms relevant to the project.

OTHER GENERAL RESPONSIBILITIES

- To attend meetings with other staff as required.
- To attend regular supervision sessions with Line Manager or Supervisor.
- To attend when required SSAP meetings.
- To maintain confidentiality in all matter relating to the organisation.
- To develop skills in all other areas of relevance to SSAP operation in order to allow for sharing and inter-changing of staff roles.
- Agree and provide reasonable cover for the team during periods of absence.
- To attend appropriate training when required.
- To participate in the recruitment and selection of SSAP Staff, Volunteers and Placements.
- To perform other relevant minor or non-recurring duties that may be needed from time to time.
- To work at all times as part of a team and to liaise closely with the Manager in carrying out the above duties.
- To ensure at all times that the projects service standards are properly monitored and adhered to.

FLEXIBILITY CLAUSE

In order to deliver services effectively, a degree of flexibility is required, and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the job at the appropriate grade. This job description will be subjected to review with the post holder, to ensure that it accurately reflects the duties and range of current duties and responsibilities for the post. The post is subject to available funding. This job description is indicative of the range of current duties and responsibilities for the post, it is not comprehensive. It is inevitable that the duties will change to reflect organisational change and it is essential therefore that it is regarded with a degree of flexibility, so that changing needs and circumstances can be met. All changes will be discussed with the post holder.

CONFIDENTIALITY – CLAUSE

All staff, Contractors, Management Committee members and volunteers have a duty of confidentiality to SSAP, which exist in Common Law. SSAP has a duty to maintain strict confidentiality in relation to information and the whereabouts of its users and keep safe and secure all information given to its staff, Management Committee members and volunteers in the course of their duties. This applies not only during the course of employment, contract or volunteering but also after termination of employment or volunteering. This confidentiality clause covers such matters as knowledge of SSAP business, information on our users, business contacts and policies & procedures. Staff, Contractors, Management Committee members and Volunteers may not disclose or use for another Organisation or individual benefit any confidential information that she has or continues to require. All papers and records are the property of SSAP and must not be removed from the premises. All staff, Contractors, Management Committee members and volunteers must sign SSAP confidentiality clause. Any breach of this clause will result in summary dismissal and may result in a claim from SSAP for any damage or loss, which SSAP may suffer.

EQUAL OPPORTUNITIES POLICY

To be responsible for carrying out, implementing and the monitoring of SSAP's Equal Opportunity Policy.

REHABILITATION OF OFFENDERS ACT 1974

The post for which you have applied is exempt from the rehabilitation of Offenders Act 1974 by virtue of the rehabilitation of Offenders Act 1975. You are therefore required to complete the declaration and questionnaire enclosed with this pack.

SSAP STAFF PERSON SPECIFICATION FORM

Requirement of Applicants: The person appointed must fulfil the following requirements or have the potential to do so quickly through available training

POST: Project Assistant

Any element with (D) next to it indicate that is DESIRABLE Only

REQUIREMENTS	ESSENTIALS	IDENTIFIED
1. EDUCATION	<ul style="list-style-type: none"> • General education with minimum GCSE Level. • Able to grasp ideas and concepts easily. 	Application & Certificates
2. EXPERIENCE	<ul style="list-style-type: none"> • Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response. • Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment. • Proven experience of admin support to management or coordinator level, preferably in a third sector organisation. • Ability to work on own initiative and plan work within the context of an agreed priorities. • Experience updating and managing databases. • Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and knowledge of using a CRM particularly Salesforce. 	Application, Interview & reference
3. SKILLS, KNOWLEDGE, ABILITIES	<ul style="list-style-type: none"> • Strong organisational skills that reflect ability to perform and prioritise multiple tasks seamlessly with excellent attention to detail. • Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors. • Highly resourceful team-player, with the ability to also be extremely effective independently. • Forward looking thinker, who actively seeks opportunities and proposes solutions. • Excellent administrative skills including maintenance of appropriate and accurate records, analysis and reporting. • Good organiser. • Commitment to working cooperatively 	Application, Interview & reference
4. CHARACTERISTI CS	<ul style="list-style-type: none"> • Flexible, Motivated, and well organised. • Creative Thinker • Facilitator and Enabler. • Good interpersonal skills • Discreet 	Application, Interview & reference