

Project Support Officer

White Rock Neighbourhood Ventures

£16,000 pa Full time (5 days/week)

Based in Rock House, 49-51 Cambridge Road, Hastings TN34 1DT

Reports to: Landlords Agent

Purpose of the role:

You will play a key role in the transformation of the Observer Building, by supporting the project managers, servicing the project board, and helping with events and communications.

Tasks & Responsibilities

- Arrange Project Board meetings, liaising with the project teams and collaborators.
- Take formal minutes of the Project Board meetings, forming part of the audit trail.
- Provide timely information and updates on arrangements to the team and external collaborators.
- Ensure all members of the project team follow all relevant policies and procedures.
- Support with financial administration
- Liaising with suppliers
- Enter data on electronic systems, regularly updating spreadsheets on progress and providing summaries as required.
- Support the development of project schedules and plans.
- Build, format and disseminate progress reports for the project.
- Support other key strands of the project as required (e.g. updating content for the web and social media, basic online research)
- Help to organise and manage events to celebrate our work.
- Undertake any other duties commensurate with the post that could be reasonably required, including a range of support to assist the project managers in managing their wider workloads.

Person Specification

We are looking for the following skills, experience and aptitude.

Experience

- At least 12 months experience of providing high quality project administrative support or recruitment administration. (Desirable - construction / property development projects).
- Experience of working in high pressure environment showing effective prioritisation and coordination of a varied workload under pressure and to deadlines.

Knowledge / Skills / Qualities

- Excellent knowledge of Microsoft Office applications e.g. Word, Excel, Outlook, PowerPoint etc.
- Prior experience of basic online research, organising and collating a range of information from different sources in a logical, structured manner.
- Knowledge of administrative procedures including IT systems.
- Highly organised with excellent attention to detail.
- Resilient, personable, friendly but firm, with strong communication skills
- Capable of building effective relationships within the team, keen to assist others to achieve shared goals
- Able to deal with sensitive and contentious issues in an appropriate manner.
- Must be willing to be flexible to work occasional evenings and weekends

We need high quality administrative support from the start, but we are also ready to invest in someone to grow their skills further.