



JOB DESCRIPTION

Job Title: Project Assistant

Reporting to: Senior Projects Coordinator

Direct Reports: None

Job Purpose:

Reporting to the Senior Projects Coordinator you will assist with the coordination and delivery of a portfolio of projects and activities, with high quality, proactive and efficient administrative support. Working with project teams you will assist with the maintenance of appropriate systems and processes to support the effective delivery of all the charity's projects and events.

Key Accountabilities:

1. Supporting the charity's business objectives and income targets by providing general administrative duties associated with the administration of project proposals, delivery of activities and reporting of performance.
2. Working with the Senior Projects Coordinator to support the project planning process, which will include coordination of all aspects of project documentation.
3. Assisting with the arrangements for internal and external meetings and associated administration.
4. Supporting the collection of data and maintenance of comprehensive project documentation, plans and reports using IT, project management software and CRM systems.
5. Developing a working knowledge of Microsoft Project and project management tools for the co-ordination of projects.
6. Provide assistance and support for all internal and external events, working closely with all teams. This is to include booking venues, hotels, travel, and other related administrative tasks.
7. Be actively involved in any external events of behalf of Allergy UK, as and when required.
8. To ensure that the reputation of the charity is protected at all times.

This job description is non-exhaustive and is subject to regular review with the post holder and amended in line with the needs of the organisation.



PERSON SPECIFICATION

Education and Qualification

Essential

Good standard of general education. Level 2.

Desirable

Project Management and/or Events Coordination Qualifications.

Experience: Essential

Working within an office environment.

Minimum of one year of administration/supporting with events delivery.

The ability to work in an office both alone and as part of a team.

Proven experience of IT including MS Product Suite (Excel, Word, PowerPoint, and Outlook).

Desirable

Involvement in monitoring project activities.

Experience of working or volunteering in the third sector.

Hands-on experience with project management tools.

Skills and Knowledge

Excellent planning and organisational skills, including multitasking and time-management.

An enthusiastic, pro-active and self-motivated approach.

A professional manner and appearance, with a positive outlook.

Excellent effective communication and listening skills, working with internal and external contacts.

Polite, confident with a friendly manner.

Well organised, thorough with attention to detail and good time management skills.

Willingness to learn new skills.

Behavioural Competencies

Delivering results and meeting customer expectations	Planning and Organising
Following instructions and procedures	Writing and Reporting
Achieving Personal Work Goals and Objectives	Working with People

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