

Project Assistant -CRF

Role Profile / Job Description

Role Title :

Project Assistant (6 Month Fixed Term)

Responsible To :

Programme Manager – Community Resource Fund (CRF)

Hours :

24 hrs per week (6 Month Fixed Term) Start date TBC
***Please note, due to this initially being a temporary position currently freelance and job share applications will also be considered.*

Salary :

£22,183 Pro Rata Per Annum

Primary Purpose :

The Creative Industries Project will enable local and regional partners to work together to establish a CITP for Merthyr Tydfil residents. Arts venues will work with universities, colleges, schools and creative people to pilot a new way of working across boundaries. The aim of the project is to develop new initiatives by supporting them with training and learning opportunities as well as space to facilitate this process. Our Project Assistant will act as the first point of contact with internal and external Partnering Organisations, seeking new opportunities to develop collaborative working opportunities with local organisations, venues and professionals. The Project Assistant will support the Programmes Manager and team in the delivery of all areas of the project. This includes offering administrative support, delivering workshops, offering support and guidance to our partnering organisations and approaching local organisations to ensure they are aware of the project and seek their interest in getting involved.

Specialist Accountabilities:

(broad parameters)

1. To support the Programme Manager in the overseeing of the Community Resource Fund Project, workshops at our various venues;
2. To work collaboratively with the Programme Manager, Partnership Organisations and whole CRF project team in order to ensure productivity;
3. To support the Programme Manager to ensure that all elements of each workshop project come together in ensuring that the attainment of the projects commitments / objectives are met in line with funding agreement;
4. To support the Programme Manager in the coordination of all activities between Wellbeing@Merthyr and new Partnering organisations;
5. To be responsible for organising and monitoring schedules / programmes, ensuring that deadlines are met;
6. To provide high quality and effective administrative support to the Programme Team throughout the project;
7. To be the first point of contact to external organisations in order to develop partnership relations with other organisations who may be interested in taking part in the project;
8. To fulfil a full range of administrative duties throughout the project;
9. To be the first point of contact for our Partnership Organisations, liaising with all external and internal partners to ensure consistent communication;

10. To be responsible for requesting and collecting evaluation documentation (on time) from our Partner Organisations and pass them to our Programme Assistant in order that they may instruct the Local Authority to sanction funding payments;
11. Support colleagues in the distribution of publicity materials;
12. Ensure compliance of the Partnership Agreements and the Local Authority Agreement;
13. To attend appointments / meetings and take part in site visits to our Partnership Organisations if and when required;
14. To be knowledgeable and maintain awareness of Fire and Health and Safety Regulations and good practice requirements throughout the company;
15. To assist in ensuring that all Partnership Organisation adhere to [Wellbeing@Merthyr](#) venue operating procedures;
16. To respond positively to the demands of Partnership Organisations, the hirers of the performing spaces and any collaborators throughout the project;
17. Carry out any other reasonable duties as required by the Programmes Manager or the Senior Management Team; and,
18. Occasionally undertake duties and responsibilities with regard to the Trust's Equal Opportunities and Health and Safety policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of the Trust's premises.

Generic Accountabilities:
(broad parameters)

1. To act as the first point of contact for new and our existing Partnering Organisations;
2. To maintain appropriate levels of contact with internal and external stakeholders;
3. Take accountability in all areas of their work;
4. Taking responsibility for the supervision of workshops and assigned projects at any of our venues, ensuring they stick to project specification, guidelines and timelines;
5. To ensure safe working at all times, ensuring that [Wellbeing@Merthyr](#) safe working procedures, risk assessments and health and safety polices are followed at all times by employees and visiting companies;
6. To report punctually for duty and maintain high personal standards in relation to a clean / tidy personal appearance;
7. To be an active and supportive team member, contributing in a constructive manner and treating all Performers, customers and staff with fairness and courtesy; and,
8. To perform any other reasonable instruction.

Success Measures:

- Levels of Customer Service;
- Positive feedback from Partner Organisation and Collaborators;
- Increase of organisations wishing to take part in the CRF project;
- Positive feedback from Team Members;
- Staff / Customer Satisfaction and Feedback; and,
- Internal Feedback Mechanisms.

This role profile sets out the main duties and parameters of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. There will therefore be other duties and requirements associated with your role and in additions as a term of your employment you may be required to undertake various other duties as may reasonably be required. Such variations are a common occurrence and cannot by themselves justify a reconsideration of the post.

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What we are looking for (Person Specification)

When preparing your written application, you will need to provide evidence against the criteria below, either in a work or personal situation. You may wish to use the STAR model. Briefly explain the situation, the Tasks and Actions you were required to take and the Results for you, the customer and the organisation.

A. Knowledge and Experience

No	Quality	Criteria	Measured
1.	Experience in administrative abilities	Essential	Application
2.	Ability to identify, build and manage relationships with customers and team members.	Essential	Application / Assessment
3.	Ability to “ <i>think outside the box</i> ” and finding solutions to problems with the ability to take a logical approach to tasks	Essential	Assessment
4.	Experience and passion for working within the Arts and Creative industry	Essential	Application
5.	Ability to generate, plan and deliver creating ideas / projects	Essential	Assessment
6.	Experience in delivering programmes and projects to time and within allocated budget	Essential	Application

B. Skills and Abilities

No	Quality	Criteria	Measured
1.	Excellent planning and organisation skills to ensure deadlines are met, with the ability to prioritise workload without close supervision	Essential	Assessment
2.	Good written communication skills to produce good quality material	Essential	Application
3.	Confidence in dealing with performers, customers etc. demonstrating effective verbal skills	Essential	Application
4.	Personal integrity and commitment to upholding high professional standards. Is trusting, honest and open with the ability to take ownership of problems; Self motivated	Essential	Application and Assessment
5.	Good interpersonal & team-working skills and the ability to work with other departments to ensure events and activities run smoothly.	Essential	Application and Assessment
6.	Effective time management skills	Essential	Assessment
7.	A positive and constructive attitude with a flexible approach to clients, visiting companies, colleagues and the general public.	Essential	Assessment
8.	Ability to interpret and constructively use, and produce information in Microsoft Office packages such as word, Excel and Outlook 365's share points	Essential	Assessment
9.	A good standard of numeracy and literacy	Essential	Application
10.	An understanding of health and safety requirements.	Essential	Application / Assessment
11.	Ability to identify and offer organisational improvements	Desirable	Application
12.	Ability to think on their feet and make prompt decisions.	Essential	Application

C. Values

No	Quality	Criteria	Measured
1.	Works positively and inclusively with colleagues, partners and customers in order to ensure that Wellbeing@Merthyr does not discriminate against people on the grounds of age, sexuality, religion or belief, race, gender or disability.	Essential	Application
2.	A team player, committed to working across teams showing integrity	Essential	Assessment
3.	Committed to providing the very best service	Essential	Application Assessment
4.	Has a positive 'can do' attitude	Essential	Application
5.	Good Communication Skills	Essential	Application
6.	Cares about the role and the tasks undertaken with a wiliness to uphold and actively promote all Wellbeing@Merthyr service standard and polices	Essential	Application
7.	Demonstrates trust, openness and respect in dealing with people	Essential	Assessment
8.	Ambition to progress in the Arts and Creative industry	Essential	Assessment
9.	Takes pride in their work	Essential	Application
10.	Takes responsibility for own actions	Essential	Assessment

D. Other Requirements

No	Quality	Criteria	Measured
1.	Ability to adhere to Health and Safety instructions, policy etc.	Essential	Application
2.	Commitment to personal professional development, seeking training and development opportunities and willing to attend training programmes when requested to do so	Essential	Application
3.	Commitment to high quality service delivery	Essential	Application
4.	Ability to work flexible shift patterns e.g. morning shifts, evening shifts and weekends	Essential	Application

E. Welsh Language

No	Quality	Criteria	Measured
1.	The ability to speak Welsh	Desirable	Application
2.	The ability to listen and understand conversations in Welsh	Desirable	Application
3.	The ability to write in Welsh	Desirable	Application
4.	The ability to read Welsh	Desirable	Application