



Service required: PROJECT ASSISTANT

Client: Discover DeCrypt Charitable Incorporated Organisation (CIO)

**Site: St Mary de Crypt Church and Old Crypt Schoolroom,
Southgate Street, Gloucester GL1 1TP**

The Discover DeCrypt CIO wishes to contract the services of a Project Assistant providing support to the Project Manager and Community Engagement Officer in delivering the Discover DeCrypt project within the constraints of time, quality, and cost.

The role requires a time commitment of approximately 10 days per month on average from July 2017 through the delivery phase of the project through to March 2019, with a flexible working pattern and occasional evening and weekend work as part of a Duty Manager rota.

ROLE REQUIREMENTS

This is a key role as part of a small, supportive team. Reporting to the Project Manager (PM) who will have overall responsibility for driving the delivery of the project in the historic Church and Schoolroom, the role will deliver administrative support in setting up and maintaining project systems such as the risk register and change control. The role will also work closely with the Community Engagement Officer (CEO) who is delivering the project Activity and Learning plans and leading on volunteering.

The appointment commences in July 2017 and will continue through detailed design and construction of the repairs and improvements to the historic St Mary de Crypt Church and Old Crypt Schoolroom buildings (December 2017 – January 2019) and start up and handover of operations from January - March 2019 to the CIO Centre Manager. The role requires a flexible working pattern and sometimes evening work as part of a shared Duty Manager rota alongside the PM and the CEO.



Discover DeCrypt 2 St Mary's Street Gloucester GL1 2QR

01452 385070 mail@discoverdecrypt.org.uk

Regeneration at St Mary de Crypt Church

and Old Crypt Schoolroom

www.discoverdecrypt.org.uk

Registered Charity No. 1167097



The role requires a literate and numerate person, competent in the use of the Microsoft office suite of products, with good organisational capability, eye for detail and communication skills with proven project office experience. Proficiency in MS Excel and social media would be an advantage. Some experience and knowledge of events/ activities, volunteering and fundraising (particularly in a heritage context) would be beneficial; however the role offers plenty of scope for development in these areas to the right person.

Purpose of the role:

The Project Assistant will form a key part of the project team in delivering the following areas:

1. Supporting the Project Manager with correctly maintaining project systems and controls around change and risk;
2. Acting as project programme co-ordinator by maintaining and circulating the Project Programme covering events, staffing, volunteer rota and activities;
3. Assisting the CEO in the delivery of the Activity and Learning programmes according to HLF expectations;
4. Supporting fundraising by making new applications, ensuring funder relationships are managed and maintained and researching relevant new opportunities;
5. Carrying out any other financial and administrative duties commensurate with the remuneration for and responsibilities of the role.

Key Tasks and Responsibilities:

1. To support the CEO in the coordination, planning, budgeting and running of public and private events as outlined in the project activity and learning plans including acting as duty manager as part of a rota.
2. To assist in the development of social media, marketing materials and promoting the project generally to a variety of special interest and general audiences.
3. To maintain the fundraising database of existing and potential funders, ensuring that they are all kept up-to-date and grant conditions are fulfilled, and to explore new opportunities for funding for both the project and the long-term operation of the CIO.

4. Assist the PM in establishing rigorous project office control systems and processes including the risk register and change controls, and assist with their maintenance and updating.
5. Support the CIO Trustees in the discharge of their governance responsibilities, taking minutes as required and preparing information for board meetings.
6. Develop and maintain the document management system, project library, filing and reporting systems including updating documents as required.
7. To adhere to the policies of the CIO in relation to Health, Safety, Environment, Security and Safeguarding, which policies are based on those of the Church of England.
8. To support the CEO in both delivering an exceptional volunteering experience to existing volunteers and in proactively recruiting new volunteers according to the standards laid out in the Activity and Learning Plans and in line with the CIO Volunteering Handbook.
9. To represent the CIO on forums and networking groups as required, and proactively seek to develop relationships within Gloucester city and regionally.
10. To be at all times an approachable ambassador for the values and aspirations of the CIO and act in such a way that the project's reputation is enhanced.
11. To assist with the preparation of documentation for cash drawdowns from the HLF and other funders in a timely way.
12. To undertake other administrative duties as reasonably requested by the Project Manager and the CIO Trustees