



ADUR & WORTHING
COUNCILS
Environmental Services

Job Description

Authority	Adur District Council / Worthing Borough Council
Directorate/Division	Communities / Environmental Services
Section	Parks and Foreshore
Post Title	Project Assistant
Post Number	TBC
Accountable To	Project Manager
Management Responsibility For	None
Authority to Liaise With	<u>Internal</u> <ul style="list-style-type: none">• Other Officers of the Councils.• Members of the Councils. <u>External</u> <ul style="list-style-type: none">• Members of the public.• Volunteers• Partner organisations• Contractors• Event Organisers.• Governing Bodies.• Community Groups.• External Funders
Meetings Attended On A Regular Basis	<ul style="list-style-type: none">• Team Meetings (Attendee).• Site Meetings (Attendee)• 1-1 Meetings (Attendee).

Principle Purpose of Job (role summary)

Provide support and assistance to the Project Manager in the delivery of both external and internal funded projects, producing and maintaining systems which enable the project team to work efficiently and effectively.

Main duties, tasks and responsibilities of the post holder

1	Assist the Project Manager in complying with all administrative requirements of a funding partner, including progress reporting, financial summaries, and evaluation.
2	Provide high quality administrative support which ensures the smooth and effective delivery of project outcomes which adhere to all funding partner's requirements.
3	Create and maintain a confidential filing system, and administer document control involving creation, updating/tracking, retrieval, archiving and destruction in accordance with statutory guidance.

4	Support the communication and promotional aspects of all projects, including sending out project newsletters and working alongside Adur and Worthing Communication team on marketing aspects of the projects. Keep members and key stakeholders informed.
5	Ensure all communications coming into and leaving the team are dealt with appropriately and effectively in a timely manner e.g. letters, emails, complaints, compliments, etc.
6	Design posters and other marketing materials connected to all aspects of the project.
7	Attend project meetings, taking minutes/actions and disseminating to appropriate parties.
8	Maintain & update project websites and databases, understanding the requirements of data protection and adhering to these requirements at all times.
9	Create and disseminate event and project evaluation tools via online and paper based systems and analyse and present resulting data.
10	Provide a high quality and efficient first point of contact and ensure communication channels between colleagues, partners and stakeholders are clear and effective.
11	Respond to telephone calls for and on behalf of Project Manager and carry up follow up research and call backs if need be.
12	Provide financial administrative support, including raising purchase orders, processing invoices, and the administration of financial reporting to funding partners and project boards.
13	Research and gather information and data to support future funding bids in partnership with the Project Manager.
14	Identify funding streams to support future projects in partnership with the Project Manager.
15	Coordinate travel arrangements for colleagues and volunteers and ensure smooth operation and reporting of the expense claim procedure.
16	Any other duties commensurate with the post.
17	Undertake all duties in accordance with council policies, in particular those relating to Customer Care and Equal Opportunities.
18	Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
19	Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.
20	Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the post holder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agree revisions to be made to this job description.