

Project Assistant: Hackney Women's Haven Project

JOB DESCRIPTION & SPECIFICATION

Position	Project Assistant
Report to	Project Manager
Location	London
Salary	£23,660 pro rata
Hours	14 Hours per week
Contract	3 Years Fixed Term
Holiday	28 days per annum including bank holidays (pro-rata for part-time)
Other	On occasions you will be required to work on a Saturday. Time off in lieu will be given.
	This post is subject to an Enhanced DBS.

The Claudia Jones Organisation is seeking to recruit an experienced Project Assistant to support and champion our Hackney Women's Haven DV and FGM Lottery Funded Partnership Project for African Heritage Women & Girls. This exciting initiative seeks to improve prevention and intervention responses to violence against women and girls across the London Borough of Hackney.

The main purpose of this role is to:

- Support the HWH Project Manager in the planning, organising and implementation of key project activities.
- Support the use of multi-media and development of information and project materials.
- Provide administrative support for the project

With five local organisations, we have successfully been awarded funding targeting African Heritage Women and Girls by the BIG Lottery Fund's Women and Girls Initiative to fight for those experiencing Domestic Violence and FGM or are at risk of in the London Borough of Hackney. This landmark funding is a huge achievement for the partnership of African Heritage Women's organisations in the borough. You will be joining the organisation at a crucial time in the development of this project.

Candidates will have knowledge of DV & FGM as it relates to African heritage women and girls. The ability to contribute to the aforementioned areas, be able to work closely within a small team. As a member of the Operations staff at CJO, you may also assist with and contribute to business development opportunities when necessary.

Purpose

The Project Assistant will be responsible for; the day-to-day administration of the project, providing support to the Project Manager in ensuring that the project is implemented in accordance with the BIG Lottery and CJO's policies and procedures.

From time-to-time, the Project Assistant will represent the project at workshops and meetings. Along with the Project Manager, you will be the link with external and internal stakeholders. You will ensure administration and setting up of regular updates,

communication and meetings are effectively documented and circulated timely across the partnership. As well as having good knowledge and experience of using social media.

This position will report to the Project Manager and will interact frequently with key members of the staff team as well as the organisations that make up the Hackney Women's Haven Partnership. You will be responsible for supporting partner organisations with the collection of monitoring data and use of the system. You will co-ordinate the new therapeutic intervention for women as part of this partnership.

Candidates will have knowledge and awareness of DV & FGM as it relates to African heritage women and girls and the ability to substantially contribute to one or more of the aforementioned areas, be able to work closely within small teams in very different developing environments. The Project Assistant may also assist with and contribute to business development opportunities within CJO when necessary.

JOB DESCRIPTION

MAIN DUTIES AND RESPONSIBILITIES

Support the Project Manager in the organisation and implementation of Hackney Women's Haven Project Activities.

- You will have responsibility for overseeing the administration and project activities in a timely and effective manner.
- Familiarise yourself with partner organisations, funders, public sector and other external stakeholders to build relationships that are key to the delivery of the project.
- Assist in the implementation of the Imkaan Quality Standard across the partnership.
- Responsible for the gathering and inputting of partner quarterly monitoring data, producing reports as necessary.
- Design and develop promotional material for the Thinking Space Project.
- Co-ordinate and take notes at each Thinking Space Meeting.
- Manage and be accountable for Petty Cash for the Thinking Space Meetings.
- Administer, collate quarterly response from Thinking Space participants.
- Contribute and assist in the preparation of verbal and written reports to deadlines.
- Coordinate with project partners on the implementation of planned activities across the borough.
- Manage the project's communication and social media activities.
- Support the Project Manager in the preparation of project-related material.
- Regularly proof-read and upload project documents and news/activities to the website.
- Assist in the development of the project website, digital platforms and develop appropriate content for it.
- Disseminate project outputs and experiences through the project website and through other relevant forums.
- Develop a work plan and to participate in regular supervision.
- Undergo training as necessary.

Grants Administration

- Have knowledge of CJO's and the Lottery's policies and procedures to guide partners and participate in their review and audit.

Communication

- Act as focal point and liaison between the project partners, enquiries, website and digital communication, other stakeholders, where necessary.
- Ensure information about project achievements and lessons learned are distributed within CJO, partners, the BIG Lottery, with peer organisations and other external agencies.
- Support the Project Manager to work with the Evaluation team.

Technical Support

- Coordinate joint activities as part of the project.
- To attend and participate in staff Induction and meetings.
- To attend and participate in CJO's AGM.
- Answering the telephone (shared with all other office staff)
- Any other activity that may be required from time to time.

No.	PERSON SPECIFICATION	Essential	Desirable
1	Degree level education or equivalent experience in gender, social work, public health, community development or other related field.	✓	
2	Experience/understanding of DV and FGM.		✓
3	Experience of working/volunteering in a BME or women and girls environment.	✓	
4	Experience of working in a new project and how this can work together for mutually beneficial outcomes.		✓
5	Ability to operate across different teams/functions and collaboratively as part of a diverse team.	✓	
6	Experience of coordinating a varied work load under pressure at times.	✓	
7	Excellent IT skills (i.e. Word, Access, Outlook, Excel, Power Point). Ability to develop an understanding of database set-up and management.	✓	
10	Strong English communication skills, both oral and written.	✓	
11	Experience or working in the voluntary sector.		✓
12	Experience of working with researchers and/or evaluation teams.		✓
13	Ability to work occasional Saturdays.	✓	

- **Closing Date for Application is 5pm Friday 27 January 2017.**
- Applications should be emailed to info@claudiajones.org or posted to Chair, Claudia Jones Organisation, 103 Stoke Newington Road, London N16 8BX.
- If you have not received a response to your application within 10 days of the closing date you can unfortunately assume your application has not been successful on this occasion.
- All posts are subject to satisfactory references and Enhanced DBS checks.
- CJO is an Equal Opportunities Employers.