



PROJECT ADMIN ASSISTANT – Windrush Cymru – Our Voices, Our History, Our Stories

JOB DESCRIPTION

Job details	
Job title	Project Admin Assistant
Line Manager	CEO Race Council Cymru
Employer	Race Council Cymru (RCC)
Location	Negotiable
Salary	£16,000 full time equivalent salary
Duration of role and hours	Fixed term contract 18 months, 20 hours per week
Probationary period	3 months
Notice period	1 month
DBS check	Yes

Job purpose
The Admin Assistant will support the implementation of the <i>Windrush Cymru – Our Voices, Our Stories, Our History</i> project. This project is financially supported with funding from, primarily, the National Lottery Heritage Fund (NLHF) and from National Museum Wales and the Wales Millennium Centre.

Main duties and responsibilities
To fulfil the duties of the Admin Assistant as outlined in the <i>Windrush Cymru</i> project plan, which include: Organise and schedule appointments and meetings. Take and distribute minutes. Prepare reports and prepare and collate evaluation forms. Write and distribute emails, memos, letters, faxes and forms. Assist in the preparation of regularly scheduled reports. Manage volunteer and staff expenses. Maintain contact lists. Book travel arrangements. Record expenditure and prepare finance reports. Act as point of contact for internal and external clients. Liaise with RCC staff, partner staff, volunteers, members of the public and any other groups or individuals necessary to progress the project successfully. Attend all training courses. Assist the Project Heritage Officer in any other tasks appropriate to an admin role to support the project.
Additional information
This role will require occasional travel to several areas around, mainly, south Wales.

Personal specification		
<i>Qualifications</i>	<i>Essential or Desirable</i>	<i>Identified by</i>
Administrative qualification or relevant experience (including book keeping).	E	Application form and certificates
IT and / or word processing or relevant experience.	E	

Experience, skills and knowledge	Essential or Desirable	Identified by
Word processing, including Word, Excel and PowerPoint	E	Application form and interview
Working with community groups and volunteers	D	
Team working	D	
Knowledge of office management systems and procedures	E	
Working knowledge of office equipment, like printers	D	

Personal qualities		
Excellent written and verbal communication skills	E	Application form and interview
Ability to prioritise workload to deadlines	E	
Ability to engage with professionals, community groups and young people	E	
Excellent time management	E	
Open and friendly disposition	E	
Ability to multitask	E	

Benefits	
Annual leave	25 days per annum, in addition to bank holidays
Pension	Workplace pension scheme