

English for Women

Project Assistant – Role specification

Location:	Chelmsford
Contract type:	Initial six month contract (with view to extending)
Working hours:	21 contract hours per week, 39 weeks per year (project operational weeks). You may occasionally be required in the evening/weekends.
Salary:	£23,492 pro rata
Closing date:	Friday 24 th September 2021
Interview date:	Thursday 30 th September 2021
Start date:	Immediate (subject to satisfactory references)

About the project

English for Women is a vibrant and exciting project which grew from a smile shared between strangers and is now supporting hundreds of women. Its vision is to help those who are isolated by language barriers by running drop-in language centres where women (and men at our English for All sessions) can learn the skills needed to communicate in everyday life, how to access local services and feel part of, and integrate into, their local communities.

The role

As a Project Assistant, you will coordinate and deliver consistently high levels of support in line with the project's aim and objectives. The core values of 'Connection, Communication and Culture' will be at the centre of your work, and you will have the drive and determination to make a difference to the lives of others on a daily basis.

It is an exciting and varied role which will require the successful candidate to show initiative, and have an enthusiastic, can-do attitude. The post of Project Assistant plays a central role in supporting project sessions, managing volunteers, maintaining project records, supporting the fundraising cycle and having a real impact on the lives of those in the English for Women community.

Essential

To be successful in this position you must have the following skills and experience, and applications should be explicit in providing evidence of them:

1. IT literate (esp. Excel, Word, PowerPoint, email management), and comfortable working in (and leading in) a hybrid environment.
2. Excellent organisational skills with the ability to prioritise a varied workload.
3. Experienced in problem-solving and able to remain positive and calm under pressure.
4. A valued team-member, able to positively motivate others.
5. Exceptional interpersonal skills; able to communicate tactfully, sensitively, and effectively with a wide range of stakeholders.
6. An understanding of, and sensitivity to, the issues affecting those in our communities who speak little or no English.
7. Capable of working flexibly and dealing with a wide range of changing responsibilities.
8. Forward thinking, an excellent planner and visionary in reacting to change.
9. Comfortable working in a Christian environment.

English for Women

10. A motivated self-starter who has the ability to work on their own initiative with minimal supervision whilst working as part of a team.
11. Knowledge of managing data, and an understanding of GDPR and the importance of confidentiality.
12. An awareness of the importance of successful safeguarding, and a willingness to comply with all requirements of the project.

Desirable

- i. Experience of working with (and/or supervising) volunteers.
- ii. A working knowledge of managing social media and websites.
- iii. Knowledge of the non-profit sector.
- iv. Experience of working with local community groups and organisations.
- v. Ability to occasionally work evenings and weekends.
- vi. Ability to travel to meetings across the Chelmsford Diocese.

How to apply: By application form only. Return to admin@englishforwomen.org

Closing date: Friday 24th September 2021.

Interview: Thursday 30th September 2021.