



Job Description

POST:	Project Assistant
DURATION:	18-month fixed term
HOURS:	14 per week
FLEXIBILITY:	Flexible working proposals will be considered
SALARY:	£8,000 pa (£20,000 pa pro rata for 35-hour week)
LOCATION:	Bude Community Network Area
REPORTS TO:	Bude Climate Partnership Project Coordinator
START DATE:	January 2021

Objectives of the Post

The Project Assistant will work with the Project Coordinator appointed by Bude Climate Partnership to ensure the successful delivery and completion of Bude Together, an 18-month community project for which the Partnership and its lead partner, Bude Coastal Community Team CIC, secured funding from The National Lottery Community Fund's new Climate Action Fund.

This 18-month project is divided into three phases, each lasting six months and each involving several research and engagement projects to investigate the impacts of and responses to climate change in the Bude area. By the end of this project, Bude Climate Partnership aims to be in a good position to make a convincing application for further funding from The National Lottery Community Fund.

In total, 10 research-project components need to be delivered by Bude Climate Partnership within 18 months. These are:

- Community Carbon Audit (Months 1–6)
- Tourism Study – initial scoping phase (Months 1-2)
- Transport Study (Months 2–8)
- Reaching Older Generations Study (Months 1–6)
- Climate Resilient Catchments Project – research phase (Months 1–4)
- Climate Change Impact Report (Months 1–6)
- Tourism Study – full research phase (Months 7–16)
- Climate Resilient Catchments Project – pilot phase (Months 7–12)

- Physical Hub Study (Months 7–18)
- Library of Things Study (Months 9–18)

A further seven engagement-project components need to be delivered within the same timescale. These are:

- Virtual Hub – establishment phase (Months 1–6)
- Videos and Podcasts (Months 6–18)
- Engagement of Hard-to-Reach Demographics (Months 7–18)
- School/Community Toolkits (Months 7–18)
- Virtual Hub – development phase (Months 7–18)
- Continuity and Sustainability (Months 13–18)
- Community-led Climate Change Conference (Month 18)

(For more detail on the content of these projects, please refer to the Project Coordinator Application Pack.)

Principal Duties

To support the delivery of these projects, the Project Assistant will have the following principal duties:

- Researching suppliers and background information to inform study reports and contractor briefs
- Responding to email and written correspondence and telephone enquiries
- Taking and circulating meeting notes to partners
- Record keeping and maintaining budgets
- Updating the project's virtual hub website
- Promoting the project through social media
- Organising meetings and travel
- Helping to organise a community conference

The Project Assistant might be called upon to assist with other appropriate duties in addition to those listed above and might occasionally be required to work unsocial hours.



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Person Specification – Project Assistant

If the panel decides, from the information contained in your application, that you do not meet any one of the essential criteria, then you will not be shortlisted.

Applicants should clearly and unambiguously demonstrate in their application how they meet all the criteria outlined below. Clear evidence should be provided of all the elements of each criterion in the application form giving specific length of experience, examples and dates. It is not sufficient to provide a list of duties and responsibilities. The selection panel will not make assumptions from the title of an applicant's post or the nature of the organisation as to the skills and experience gained.

If an applicant does not provide sufficient detail, including the appropriate dates, in their application form against each individual criterion as stated, the selection panel will reject the application.

If you believe that your qualifications are equivalent to those listed, then this must be clearly detailed in your application. The panel may request you to provide evidence of equivalency.

If at the first stage of the recruitment exercise, a high number of applications have been shortlisted using the essential criteria, the panel will also apply the desirable criteria for shortlisting purposes.

Essential Criteria

1. Demonstrable experience of using Microsoft Office suite of applications in particular Microsoft Outlook, Word and Excel, or equivalent office software suites, in a work situation.
2. Demonstrable experience of using social media to promote a brand, business or non-profit organisation.
3. The ability to manage own workload and to meet deadlines.

4. Good oral and written communication skills to liaise with local residents, stakeholders, academic institutions, service providers, community groups and representatives.
5. Evidence of a personal commitment to environmental issues and/or combatting climate change in line with Bude Climate Partnership's principles and ethos.

Desirable Criteria

1. A qualification or equivalent experience in an administrative role.
2. Demonstrable experience of working on multi-faceted projects to tight deadlines and budgets.
3. Practical experience and knowledge of budgeting, monitoring and reporting.
4. Practical experience of bookkeeping software.
5. An understanding of how global climate issues impact on peripheral and coastal communities, and how Bude Climate Partnership's projects dovetail with other climate change initiatives in the Bude area and more widely in Cornwall.
6. Access to a form of transport that will permit the applicant to meet the requirements of the post in full.



Conditions of Service

The conditions of service for Bude Climate Partnership will be set out in the postholder's contract of employment. The main conditions of service applying to the post are:

1. **Hours of employment:** 14 hours per week, exclusive of meal breaks. The postholder will occasionally be expected to work unsocial hours, and a system of time in lieu will operate.
2. **Pension:** In keeping with pension legislation, the employer will enrol the postholder into the Nest workplace pension scheme and make an employer's contribution of 3% of gross salary.
3. **Holidays:** Equivalent to 12 days' paid holiday annually including statutory holidays.
4. **Location:** The work centres on the Bude Community Network area and all postholders are expected to locate themselves within immediate reach of the area within the working week.
5. **Transport:** The Bude Community Network area is remote, dispersed, peripheral and has exceptionally poor public transport provision by comparison to other parts of the UK. The postholder is expected to be prepared to travel widely within the area, the rest of the Cornwall and occasionally further afield. Consequently, the postholder must have the means and ability to travel regularly to different sites to meet the requirements of the post in full.
6. **Conflicts of interest:** To avoid potential conflicts of interest, no postholder can be in a decision-making position or work in any other capacity for any of the seven voting partners, or any of the Partnership's potential contractors or suppliers, for the duration of their employment on this 18-month contract.
7. **Start date:** To comply with the requirements of The National Lottery Community Fund, the postholder must be available to start work in January 2021, ideally on January 4, 2021.
8. **Probation period:** Three months



Please Note

If at the first stage of the recruitment exercise a high number of applications have been shortlisted using the essential criteria, the panel will also apply the desirable criteria for shortlisting purposes.

Applicants are encouraged to submit applications by email to the following address:
recruitment@wrt.org.uk

Hard copy applications by post or hand are welcomed and all applications will be treated equally regardless of how they are submitted. Please send hard copy applications to: Bude Climate Partnership, c/o Kasia Lewis, Westcountry Rivers Trust, Rain-Charms House, Kyl Cober Parc, Stoke Climsland, Callington, Cornwall PL17 8PH.

Please note that, because of covid-19 restrictions, interviews will take place online via Zoom in the week beginning Monday, November 30, 2020, and candidates must make themselves reasonably available at this time.

CVs will not be accepted. Incomplete applications will be rejected.

Applicants should note, when returning application forms by post, that the correct postage for the weight and size of the envelope is required otherwise it may be delayed, possibly not meeting the closing date and therefore, be refused. Late applications will not be accepted.

It is the responsibility of applicants to ensure that the application form is fully and correctly completed and signed and that all relevant information in support of their application is included.

Bude Climate Partnership accepts no responsibility for checking forms upon receipt and/or notifying candidates if forms are unreadable or incomplete for technical reasons, or otherwise.