

Thriving Community Project Job Description Form

Job Description

Job Title:	Project Administrator
Department/Location:	Business Operations
Reports to:	Managing Director
Responsible for: N/A	
Hours of work:	2-5 hours per week
Salary:	£12.50 per hour

Summary of Position: To support the Managing Director by handling administrative tasks, ensuring projects run smoothly and efficiently. This includes tasks like scheduling, documentation, and communication, all within the project's time, quality, and budget constraints.

Primary Responsibilities

- **Diary Management:** Scheduling, preparing agendas, documenting minutes, and distributing meeting materials. Attend meetings on behalf of Thriving Community Project in the absence of MD, whether in person or virtual.
- **Documentation:** Creating and maintaining project documentation, including plans, reports, and other relevant files.
- **Resources:** Assisting with resource allocation, procurement, and inventory.
- **Communication:** Facilitating communication between team members, stakeholders, and external parties.
- **Task Tracking:** Monitoring task progress, identifying potential roadblocks, and escalating issues as needed.
- **Risk Management:** Identifying and assessing potential risks, and assisting in developing mitigation strategies.
- **Reporting:** Preparing regular progress reports for project managers and stakeholders.

Person Specification						
	Essential		Desirable			
Qualifications & Training	<ul style="list-style-type: none"> GCSE or level equivalent in Maths GCSE or level equivalent in English 		<ul style="list-style-type: none"> A Level or level equivalent Willingness to learn about eco-friendly products and services 			
Experience	<ul style="list-style-type: none"> Admin support experience 		<ul style="list-style-type: none"> Project management support 			
Qualities and Attitude	<ul style="list-style-type: none"> Keen interest in community work and the volunteering sector Use of initiative Supportive team player Reliable and approachable Hardworking Ability to work within tight time frames To participate in the TCP training and Staff Talent Development Programme Easily adaptable Ability to travel between various sites in Rushmoor, Hart and Surrey. 					
Knowledge	<ul style="list-style-type: none"> Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), and other relevant tools. 					
Skills	<ul style="list-style-type: none"> Administration skills Organisation skills Time management skills Good written and verbal communication skills for engaging with audiences. 		<ul style="list-style-type: none"> Car owner with full driving license for the UK 			
Competencies (see Interview Guidance Notes)						
Qualification & Training			Experience			
Qualities & Attitude			Knowledge			
Skills						
Prepared by						
Name:	Nathalie Moutia		Signature:		Date:	21/06/2025
Title and/or Department:		Managing Director				

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.