



Project Assistant

Short fixed term contract to 28 Feb 2018

Full Time 37.5 hrs/wk

Salary £16,132-£18,503 per annum (depending on experience).

The Haven:

The Haven is an award winning charity which aims to improve the quality of life of people affected by cancer and a range of life limiting conditions. Information and support is provided, to clients and their families, by a multidisciplinary team of nurses, therapists and volunteers. Our aim is to support our clients to understand all aspects of their illness, treatment and care; to improve their emotional wellbeing and ability to manage stress and to sustain carers in their caring role. The Haven has been recognised nationally through attainment of the King's Fund/GSK IMPACT Award and the Queen's Award for Voluntary Service. The Haven is now formulating a 3 year business plan (2018 – 2021) to enable sustainable development of community based supportive and palliative care services.

Role Specification:

Based at The Haven centre in Forth, the Project Assistant will work under the direction of The Service Development Co-ordinator to undertake a short term programme of work, including research and administrative tasks, which will accelerate the implementation of grant funded projects at The Haven in Forth and facilitate project management. The successful candidate will be proficient in MS Office packages, have experience in research and report writing and have excellent verbal and written communication skills. As this is a short term post, it is essential that the post holder demonstrates a very clear understanding of the work and ethos of The Haven and the needs of The Haven client groups. The successful candidate will be able to work independently and use their own initiative but will also be given comprehensive support and clear direction for all work plans.

The post holder will be line managed by and be accountable to The Service Development Co-ordinator

Key Duties and Responsibilities:

- Work within agreed policies and protocols of The Haven and be accountable for own actions
- Work with the support and supervision of The Service Development Co-ordinator to develop systems and processes which accelerate the implementation of projects being delivered from The Haven centre in Forth, eg:
 - Undertake research to support achievement of individual project outcomes
 - Produce reports to document findings from research and scoping/mapping exercises
 - Review and develop volunteer recruitment materials
 - Review, develop and implement volunteer recruitment processes

- Word process and print project information materials for internal and external use
- Collate approved project information into folders, handbooks and computer files
- Organise, attend and minute project meetings
- Liaise with and provide project information to health and social care professionals, public, private and voluntary sector organisations as required
- Maintain good communication and effective working relationships with all Haven personnel, clients and wider stakeholders

Person specification:

- A comprehensive understanding of the needs of Haven clients and of the services and support delivered by The Haven
- A good understanding of project work within a Charitable Organisation
- Educated to HND level or equivalent experience
- Proficient in Microsoft Office Packages
- Excellent organisational Skills
- Knowledge about audit, monitoring and evaluation systems and processes
- Knowledge and experience of working with volunteers in a healthcare setting
- Excellent communication skills - verbal and written
- Ability to work quickly and to deadlines when required
- Strong planning and organisational skills
- Able to work on own initiative while acknowledging the boundaries of the role
- Able to build effective working relationships with all multidisciplinary team members and stakeholders – Haven staff, volunteers, corporate and community partners and donors
- Understanding of and alignment with The Haven ethos and culture

Location: The post will be based at The Haven centre in Forth but the post holder may be required to undertake some travel within Lanarkshire to meet the needs of the role and the organisation. Car driver/own car essential.

Hours: Working hours are 37.5 per week – flexibility in hours worked may be required to meet the needs of the role. Overtime is not payable.

Line Manager: The post-holder will report directly to The Service Development Co-ordinator and will be expected to work collaboratively and effectively with all Haven personnel.

General: In the interests of both personal safety and that of others the post holder is expected to follow The Haven Health & Safety policy and procedures. The Haven operates a no smoking policy to which the post holder will be expected to adhere when on The Haven business. This job description is not exhaustive and is subject to change in conjunction with the post holder.

Applications in the form of a skills based CV and supporting letter to:

Louise Gardner (Service Development Co-ordinator), The Haven, 36 Manse Rd, Forth ML11 8AJ or by e:mail to info@thehavencentre.com Closing date: 12 noon Monday 11th December 2017. Successful candidates will be invited for interview on Wednesday 13th December 2017.