

## Job Description

**Post:** Project Coordination Assistant

**Responsible to:** Development Manager / CEO

**Salary:** Circa - £25,000 Pro-rata

As Project Coordination Assistant you'll be responsible for the administration of a number of fuel poverty related projects that work directly with project delivery partner organisations from within our charity's membership and the funders of these activities. These projects ensure that Energy Action Scotland (EAS) maximise the support available to low income, vulnerable and fuel poor households in Scotland. You will support the Development Manager and Project Coordination Officers who are responsible for the smooth running of the projects.

### About Energy Action Scotland

We are a value driven organisation and recognise that it is how we go about our work that is the key to success. We embrace our values, and this is evident in everything we do.

- **Collaborative** - *we work well with others, supporting each other in all that we do*
- **Creative** - *we will challenge traditional thinking and develop new approaches to deliver the best results*
- **Excellence** - *we will do the very best that we can every day to make a difference to the lives of others*
- **Fairness** - *we will do what is right for our colleagues, our partners and the people that need us to be successful*

We secure funds through grants, donations and contracts to help people who are unable to heat and power their homes to a safe standard for their health and wellbeing. Over 1 in 3 households need help, many with underlying health conditions or needs that should mean they are warmer for longer, but this is out of reach for far too many people. Join us and make a difference.

The role of Project Coordination Assistant is a permanent contract position that would work on a part-time basis that would be set at a minimum of twenty hours per week. Working days and hours will be discussed and agreed during the hiring process. This is a work from home position with occasional travel required for meetings or events.

## **Responsibilities:**

- The primary function of this post is to deliver administrative, financial and secretarial support to ensure the projects that Energy Action Scotland deliver, run within timescale, budget and deliver the desired outcome and support to the fuel poverty households targeted
- Provide administrative, financial and secretarial support to the Development Manager during bid processes, etc.
- Update where required processes that will ensure project documentation, including contracts, service agreements, training records and maintain databases
- Coordinate project feedback from partners who are delivering projects and compile these into overview reports that highlight project KPI's, progress towards these and any actions planned to ensure KPI's are delivered
- Schedule / attend regular project review meetings and ensure all actions are documented and distributed to relevant parties
- Assist in the development of project control and reporting software, experience in both creating, deploying and using various packages which would include Microsoft Suite (Excel, Word, PowerPoint, SharePoint, Outlook), CRM software and project control packaged is essential
- To work with the Development Manager to identify and develop documentation that supports new programs of work including preparation of funding applications and presentation of funding proposals to relevant funding bodies
- To liaise with appropriate members, partners, charities, statutory bodies, local authorities, private sector companies, government agencies, fuel utilities and other relevant organisations to secure the effective administration and reporting of projects
- To maintain appropriate records, statistics and performance data in order to ensure the progress of work towards project targets is monitored and that project outcomes may be fully evaluated
- Key in the production of regular written reports on project progress and achievements for project funders, including final reports detailing project achievements and outcomes
- Previous experience of administering projects is essential
- Any other duties as required.

## **About you**

- You'll be curious, driven, impact-focused with attention to detail, passionate about "doing the right thing" and ensuring that Energy Action Scotland continues to be able to deliver its key aim of helping vulnerable fuel poor households in Scotland
- Proven applied experience in a project coordination / administration role with a good understanding of the principles of project management
- Excellent analytical skills and ability collect and review data to satisfy reporting requirements
- Experience in project reporting and understanding financial reports
- Ability to respond rapidly to external developments to ensure continuity of delivery
- Effective written communication skills and the ability to write for a range of different audiences

- Excellent ability to work independently and collaboratively. You will be highly motivated, organised and able to manage your work commitments effectively
- Post holder should be able to work under pressure, with initiative and possess good communication skills. Proficient in computer systems particularly Word, PowerPoint, data bases and spreadsheets is essential. The ability to prioritise tasks and work both as part of a team and individually is essential
- Educated to degree level or similar in a social science, or a related discipline.