

The European Agricultural Fund for Rural Development: Europe investing in rural areas.

Job Description

Job Title:	Project Administrator – Gaining Ground
Hours of Work:	0.4 FTE (2 Days per Week)
Salary:	£10,723 for the Project Term
Timescale:	March 2019 – May 2020
Primary Purpose:	To provide administrative and organisational support to the Gaining Ground Project
Responsible To:	Project Manager

Main Duties and Responsibilities

1. All administrative work associated with the Project.
2. Maintain a database of stakeholders in compliance with GDPR.
3. Maintain and update Gaining Ground on-line hub once developed.
4. Using social media, specifically Facebook and Twitter, to be responsible for posting project updates.
5. Be responsible for any Mailchimp campaigns on behalf of the project.
6. Prepare publicity information for the project.
7. The responsibilities, tasks and duties of the post holder might differ from those outlined in the Job Description. Other administrative duties relevant to the Training Project may be assigned.

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Person Specification

Job Title: Project Administrator – Gaining Ground Project

General Essential Criteria

- Good, general Standard Grade Education including Maths and English.
- Motivation and enthusiasm to be part of a small but dynamic organisation serving a wide-ranging rural community.
- Trustworthiness, dependability and tolerance.
- Good interpersonal skills.
- Ability to work unsupervised as well as in a team.
- Highland based.
- Available to start post immediately.

General Desirable Criteria

- Educated to Higher National Standard of Education specifically Administration and IT, Maths or English.
- An understanding of 3rd Sector organisations.

Essential Demonstrated Skills

- Experience of supporting European Projects.
- Ability to use recent MS Office - Word, Outlook, Publisher and Excel.
- Ability to use Social Media – Facebook and Twitter.
- Good communication skills - face-to-face, by telephone and in writing.
- Ability to prioritise tasks and manage a varied workload to deadlines.

Desirable Demonstrated Skills

- Ability to use web based applications.

Additional Requirements

- Ability to travel occasionally throughout the Highlands & Islands area or beyond.
- Ability to work extended and flexible hours on occasion.