**ABC Community Network**

**Job Description**

**Organisation:** ABC Community Network

**Job Title**: Project Assistant/Community Development Assistant (Part-time 25 hrs) additional hours

maybe available subject to funding

**Location**: Portadown

**Reports to**: Network Manager

**Purpose of the Post**

The post holder will help support the development and delivery of community development initiatives, activities and programmes, working with the membership of ABC Community Network and perspective groups to build their capacity to undertake community development activity within the Armagh Banbridge & Craigavon Council area.

**Main Duties:**

1. To assist in the development of community programmes.
2. To assist in the development of funding applications.
3. To assist in the promotion of community-based programmes, including content writing, and development of promotional materials.
4. To assist in the implementation of community-based programs, including attending events.
5. To assist the team in identifying innovative and accessible ways of engaging and supporting local communities.
6. To increase networking opportunities through the provision of a range of support mechanisms, such as training, mentoring, and presentations, concerning community development and community relations.
7. To attend networking opportunities, on behalf of the organisation.
8. Assist in the delivery of projects and meeting agreed targets.

**General Duties:**

1. To complete administration tasks that support the planning and delivery of programmes.
2. Undertake any other appropriate duties which may reasonably be allocated from time to time.
3. Support other members of staff as required by the workload.