**ABC Community Network**

**Job Specification**

Part-Time Project Assistant / Community Development Assistant

**Education & Qualifications:**

* Relevant professional qualification Level 3 or above in Health, Social Care, or Community

Development and a commitment to continued learning and development

or

* 2 years’ experience in Health, Social Care, or Community

Development.

**Experience, Knowledge, and Skills:**

* Experience in community development/capacity-building activities, events, workshops, and training.
* Must demonstrate an understanding of community development and supporting a wide range of community groups.
* Highly organised professional with evidence of developing relationships with individuals.
* Ability to work flexibly to cope with the varying demands of the role and achieve desired results. Ability to work on own initiative and as part of a team.
* Excellent time management and the ability to prioritise a workload.
* Ability to complete all paperwork and reports timeously.

**Additional requirements**:

* Must have a full current driving license and a car available for business use or access to a form of transport, which will enable you to meet the full requirements of the post.
* Must be able to demonstrate that you are competent and familiar with Microsoft Office packages including Word, Access, Excel, Outlook, PowerPoint.
* Have excellent verbal and written communication skills.

 **Employee Benefits**

The successful post holder will avail of the following benefits:

Holiday Arrangements: 17.5 working days per year plus 12 (pro rata).

Pension: Employees can join the pension scheme.

Enhanced Family Friendly Rights:  Maternity and paternity leave in accordance with current statutory requirements.

CPD:  Opportunity to develop and enhance knowledge and skills through Continuous Professional Development.

Sick Pay Arrangements: After 6 months of service, full pay up to 20 working days. Half pay for a further 20 working days (pro rata)