



Job Title: Project Assistant

Grade: 1

Team: Professional Development

Reporting to: Research & Development Manager

Responsible to: Research & Development Manager
Digital Manager

Key Relationships: Head of Professional Development
Research & Development Manager
Digital Project Manager
Programmes Manager
RCSLT Outcomes Project Officer
Members of the Professional Development team

Hours of work: Full-time (35 hours per week) for a fixed term of 12 months

MAIN PURPOSE OF POST

Job Context

The Royal College of Speech and Language Therapists (RCSLT) is the professional body for speech and language therapists across the UK. RCSLT has over 16,000 members and employs around 50 staff predominately based in a London office. RCSLT also has offices in Edinburgh, Cardiff and Belfast. This post is situated in the London office.

The Professional Development team provides a range of services, including encouraging research & supporting development of the evidence base relating to speech & language therapy, developing professional standards, creating professional development resources and responding to enquiries of a professional nature. This is done in close co-operation with the other teams.

Job purpose

The Project Assistant will help administer, coordinate and organise team activities and projects and provide support to the Research & Development sub-team and the Digital sub-team.

Scope and accountability

Reporting to the Research & Development Manager and Digital Project Manager and providing administrative and executive support to the sub-teams within the Professional Development team.

Main duties and responsibilities

- Project manage and co-ordinate small projects.
- Secure and organise meetings with external stakeholders.
- Build databases, spreadsheets and GANNT charts; proactively research and collate details of key contacts to add to the database.
- Undertake administrative tasks such as arranging meetings, arranging travel, taking notes and producing minutes of meetings, diary management, dissemination of information to members, drafting papers.
- Contributing to team plans as appropriate.
- Other appropriate duties as required.

Confidentiality

The post holder must uphold the principles of confidentiality with member and organisational information.

Diversity and Equality

Post holders must at all times fulfil their responsibilities with regard to RCSLT Equal opportunities policy and equality laws.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

PERSON SPECIFICATION

Education

A demonstrated excellent standard of written English.

High degree of ICT literacy (Outlook, Excel, Word, PowerPoint, Access and document management systems).

Knowledge and experience

Experience of high-level administrative work.

Some understanding of the functions of governance structures.

Experience of working within a team and co-ordinating and administrating tasks across sub-teams.

Experience of data entry.

Experience of drafting, note taking and producing accurate and succinct minutes.

Experience of working effectively both in a team and as an independent individual.

Skills and Abilities

Excellent IT skills, including use of all elements of the MS Office package.

Diary management skills.

Excellent organisational and planning ability for the co-ordination of activities, prioritisation of tasks and basic project management.

Ability to undertake desk research and simple analysis.

Ability to write briefings and other documents requiring excellent written English.

Team working skills.

Excellent communication skills in using the telephone.

Ability to use initiative and work without supervision.

Demonstrates an understanding and commitment to the RCSLT's equal opportunity's policy.