

Project Support Staff Member

Department: 88 Project Team

Reports To: Team Coordinator

Role Type: Temporary Volunteer

Role Overview:

The Project Support Staff Member will provide essential assistance to the 88 project team, ensuring the smooth execution and delivery of the project. This role involves coordinating tasks, managing documentation, research, tracking project progress, and communicating with team members and stakeholders to meet project goals on time and within scope. This role is for members of NTCG Walsall.

Key Responsibilities:

Communication: Serve as a point of contact for internal and external stakeholders. Ensure that all parties are informed of project updates, changes, and deadlines.

Documentation and Reporting: Maintain and organise project files, including reports, plans, schedules, and contracts. Prepare and distribute project-related documentation as required.

Research: Gather information on relevant areas, resources and organisations in order to extract specific data and provide feedback.

Data Entry and Tracking: Input project-related data into project management software and update project status regularly. Monitor budgets, timelines, and resources, highlighting any issues to the project coordinator.

Administrative Support: Provide general administrative support to the project coordinator, including managing calendars, preparing presentations, and handling logistics for project activities.

Problem Solving: Identify potential issues or risks in the project lifecycle and work with the team to develop solutions.

Quality Control: Assist with ensuring that project deliverables meet quality standards and client expectations.

Skills & Qualifications

- Strong organisational skills
- Excellent communication and interpersonal skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and project management software (e.g., MS Project, Trello, Asana)
- Ability to work in a team and independently with attention to detail
- A proactive and adaptable mindset

Key Attributes

- Collaborative team player with a positive attitude
- Strong problem-solving abilities
- Ability to handle multiple tasks and prioritise effectively
- Self-motivated and able to work under pressure to meet deadlines

Experience:

Previous experience in project support or a similar administrative role is a plus

Working Conditions:

Work will need to be carried out at your discretion, although in a timely manner. You will also be required to attend team meetings when asked.