

Role Specification

Title:	Project Assistant
Grade:	10
Unit:	FET Planning and Grant Assurance
Reporting to:	Manager
Ref:	379

Role Summary

SOLAS is seeking to recruit the permanent position of Project Assistant within the FET Planning and Grant Assurance Unit. The Project Assistant will work as part of a team and will assist and support project officers and management within the unit. Project Assistants contribute in a positive manner to the operational and administrative functions of the unit and contribute to overall objectives of the unit.

Key Tasks/Responsibilities

- Assist in the development and implementation of processes
- Prepare and review documentation, presentations and reports etc.
- Assist in the collation and analysis of qualitative and quantitative data
- Maintain relevant record systems and databases that support the work of the Unit
- Assist with and provide support for projects carried out by the Unit
- Liaise with internal and external stakeholders
- Prepare responses to queries, PQs, etc.
- Represent the Unit in a professional manner at meetings
- Keep up-to-date with the latest technologies and developments
- Ensure that the assets and reputation of the organisation are properly protected
- Support the work of the management team within the Unit
- Perform such other duties as assigned by management from time to time

Essential Requirements

- Excellent communication skills - oral and written
- Strong IT skills including proficiency with MS Office applications and in particular Word, Excel and Powerpoint
- Ability to plan, organise, monitor assigned tasks and meet deadlines
- Strong organisational and prioritisation skills, with the capability to manage multiple tasks with competing priorities/deadlines
- Excellent analytical and problem-solving skills with attention to detail
- Experience of conducting quantitative / qualitative analysis and research
- Driven to ensure that tasks are completed to a high standard
- Ability to work independently, proactively and flexibly and with an innovative approach to work
- Experience of drafting responses to queries, etc.