



Role Specification

Title:	Project Assistant
Grade:	10
Unit:	FET Planning and Grant Assurance
Reporting to:	Manager
Ref:	461

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 operational and administrative functions and to the 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 with the collation and analysis of qualitative and quantitative data.
- Engage in and support assigned project objectives and goals of the Unit.
- Organise and maintain the Units record systems and databases.
- Liaise with internal and external stakeholders to provide information, arrange meetings and ensure appropriate follow-up.
- Prepare responses to queries, PQs, etc.
- Ensure that the assets and reputation of the organisation are properly protected.
- Keep up to date with the latest technologies and developments.
- Represent the Unit in a professional manner at meetings.
- Support the work of the management team within the Unit.
- Perform such other duties as assigned by management from time to time.

Requirements:

Essential:

- NFQ/QQI Level 6? standard of education is the minimum standard required
- Minimum 2 years administration experience
- 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.
- Ability to work independently, proactively and flexibly and with an innovative approach to work.
- Excellent communication skills - oral and written.
- Strong IT skills including proficiency with MS Office applications and in particular Word, Excel PowerPoint and Visio.
- Proven ability to plan, organise, monitor assigned tasks and meet deadlines.
- Experience of conducting quantitative / qualitative analysis and research.
- Driven to ensure that tasks are completed to a high standard.
- Experience of drafting responses to queries, etc.
- Ability to work as part of a team and support management as required.
- Professional in their approach to confidential information.
- Ability to play an active role in the team

Desirable:

- Experience in financial administration.
- Experience working within the FET sector.
- Knowledge of SOLAS and its services.
- Evidence of self-development.