



Role title: Project Assistant (Full-time)
Salary: £18,000 - £23,000 per annum (AAE)
Hours: Full Time
Holiday: 20 days per annum plus public holidays
Contract: Permanent (subject to passing 3 month probation)
Start date: January 2023

The Brixton Project

The Brixton Project is a participatory place-making organisation who seeks to build resilience and ownership at the heart of community – using the public realm and cultural programming to help local people to express identity, spirit, culture and heritage in ways that are relevant and authentic in the places where they live, work and play. Creativity lies at the very heart of our community and we believe it makes the world a better place for all of us, regardless of who we are or how we live; the relative success we enjoy or the challenges we face.

Profile

We are looking for a responsible and enthusiastic person to join us to support the project leads delivery and coordination of live projects as part of our varied programme of events and cultural projects.

Ideally you will be someone who is focused, not afraid to get their hands dirty and likes working as a strong part of the team to do excellent work. Someone who is a master at coordinating concurrent projects, dealing with suppliers and contractors, engaging with community stakeholders and can work independently.

Undoubtedly you are a bright confident person who has the capacity to hold a range of activities and stay clear headed. You have the confidence to develop your own place in a team of strong minds, quick wits and eccentrics! You like work to be fun, engaging, challenging and rewarding and you are looking to contribute to something that is greater than the sum of its parts.

Key role

To support team leads in delivering a range of projects.



Responsibilities:

- Admin support to Project Managers.
- Participate in the development of projects.
- Assisting in the day to day delivery of projects in line with projects and timescales.
- Manage with suppliers, contractors and event bookings in line with project delivery
- Support the team in maintaining client relationships- project updates, presentations and meeting arrangements.
- Organise, attend and minute stakeholder meetings.
- Preparing project quotes and proposals.
- Take responsibility to deliver project communications, reports and evaluation.

Administration:

- Provide administrative support to the team.
Manage and reconcile finances, handling financial queries & payments.
- Assist in posting social media content on Twitter, Instagram and Facebook, and create and deploy newsletters (highlighting our news, local events and creative community projects).
- Attend BXP & other local events to photograph and document for social media and our records.

Skills

Essential:

- Proven experience as a Project Assistant or similar role.
- Experience in project delivery.
- Solid organisational skills, including multi-tasking and time-management.
- Excellent communication skills written and verbal - high standard of written English.
- Excellent Microsoft Word and PowerPoint and excel knowledge.

Desirable:

- Hands-on experience with project management tools like Slack and Monday.
- Knowledge of Brixton / London community.
- Some experience with mailing lists and newsletter (Mailchimp).
- Basic knowledge of accounting and Xero.

To apply, please email your updated CV with the subject 'Team Assistant Role' to ad.brixtonproject@gmail.com by Friday 10th February. Interviews will take place the week after the deadline. Start Date early March 2023.