

Community Projects Assistant Job Description and Person Specification

Job Title:	Community Projects Assistant
Contract:	One-year fixed term (with the possibility of extension)
Location:	Hybrid – primarily home working with some travel required across Hampshire
Hours:	21 hours per week (3 days)
Salary:	£24,273.39 per annum (full-time equivalent)
Reporting to:	Community Projects Officer

Joining a motivated and friendly team, you will play a role in supporting the voluntary, community and social enterprise (VCSE) sector across Hampshire.

Our Vision: Everyone thrives in healthy, fair, and inclusive communities, connected with each other and the world around them.

Our Purpose: To strengthen and sustain the voluntary, community and social enterprise (VCSE) sector and local communities, enabling collaboration and action that creates healthy, fair, and inclusive places to live.

Mission:

- Advocating for and amplifying the voice of the VCSE sector and their communities
- Building strong partnerships, networks, and connections between VCSEs, their communities, and the public and private sectors
- Supporting and resourcing the VCSE sector with research, evaluation, training, and funding
- Delivering capacity-building community engagement via the Action Hampshire Way

Job Purpose:

To support the design, delivery, evaluation and resourcing of projects across the organisation's three overarching themes – supporting the VCSE sector, challenging disadvantage and promoting Community-Led action, by providing high-quality support and co-ordination as a member of several project delivery teams.

This is a wide-ranging role, with opportunity to grow and develop. You'll work across the organisation, involved in many different projects and collaborating with colleagues across the organisation.

Key responsibilities:

- Work collaboratively as part of several project delivery teams, supporting the design, planning and delivery of projects across the organisation.
- Provide a first point of contact for enquiries and referrals related to relevant projects, ensuring information is recorded and passed on appropriately.
- Provide administrative support to facilitate the development and delivery of specialist project activity within project teams.
- Co-ordinate project meetings, events and training, including booking venues and refreshments, managing attendance, arranging speakers, preparing packs, taking minutes and collating monitoring data.
- Update and maintain project records and communications, including quarterly reports, quotes, blogs and news items, so that projects are well documented and communicated.
- Support the monitoring and evaluation of projects and activities against programme outcomes and VCSE and community needs.
- Co-ordinate and collate monitoring information including feedback and evaluation forms, data entry and communications content
- Support project and financial reporting, and record-keeping including gathering, collating and supporting the analysis of data and information
- To follow relevant systems and processes, and use appropriate tools, including project management software to ensure quality control across Action Hampshire's project delivery
- To support the implementation of our efforts to improve the reach and effectiveness of Action Hampshire's projects by setting and working to (reasonable) targets & benchmarks, and aligning activities to meet targets
- Undertake community consultation, evidence-gathering and interviews with project partners, service users and other stakeholders to understand needs, appetite for and effectiveness of activity, writing up findings, and working alongside colleagues to analyse findings and identify areas for improvement.
- Develop impact stories – researching, interviewing, writing, securing images and permissions
- To positively promote our work in a professional manner, consistent with our core values, whilst seeking to inspire confidence in the quality of Action Hampshire products during every interaction with staff, members, stakeholders, supply chain partners and funders.

Rural affordable housing

- Building relationships with key stakeholders, including parish councils, housing associations and local authorities, to help respond to rural housing need
- Attending council and housing meetings, visiting potential housing sites across Hampshire
- Producing Housing Needs Surveys and Parish Profiles
- Collating and analysing data
- The role involves administration tasks including writing housing needs surveys,
- Compiling reports for Action with Communities in Rural England
- Producing promotional documentation, newsletter content and social media content

Please note that many rural housing meetings take place in the evening and are held in locations that can be difficult to access by public transport. As a result, access to your own transport is likely to be necessary. Some travel and occasional evening work will be required, for which time off in lieu (TOIL) may be taken.

For more information about our Rural Affordable Housing programme, please visit the [Communities and rural affordable housing - Action Hampshire](#) section of the Action Hampshire website.

This job description outlines the current main duties and responsibilities of the role, but it is not exhaustive. Duties may change in response to organisational needs, so flexibility is essential. Any changes will be discussed with the post holder.

The postholder will require a safe and suitable working environment when working at home, enabling them to concentrate and participate fully in remote working arrangements, which will include regular online meetings and collaborative work. IT and other necessary office equipment will be supplied.

Person specification

We appreciate that everyone brings different skills and strengths gained through work and life experiences. If you believe you could carry out this role but don't necessarily have everything that is listed in this person specification but believe you have relevant transferable skills to bring this role, please apply. If you would like an informal chat to discuss the role, please contact Claire Vincent, Head of People, 01962 674919 or email - claire.vincent@actionhampshire.org

Experience, skills and approach	Essential	Desirable
Excellent teamworking skills	✓	
Excellent administration, organisation and record keeping skills with a high attention to detail	✓	
Excellent written and verbal communication skills	✓	
Demonstrable experience of community consultation and/or engagement with VCSE organisations, community members, service users or other partners and stakeholders		✓
Self-motivated with the ability to work independently to complete tasks	✓	
Able to address issues calmly, appropriately and collaboratively		✓
Collate and analyse data effectively		✓
Ability to write and manage emails, use of Microsoft Office applications	✓	
Strong interpersonal skills, honesty and integrity	✓	
Ability to accurately and appropriately monitor and evaluate activities against outcomes		✓
Experience organising digital feedback platforms such as SurveyMonkey, Menti, etc.		✓
Demonstrable experience gathering, collating and supporting the analysis of data and information		✓

Benefits of working at Action Hampshire

Action Hampshire offers a range of benefits to support employees including:

- Flexible & hybrid working
- 25 days leave (pro rata) plus public holidays
- Pension - Employees are automatically enrolled in the NEST pension scheme in line with statutory requirements
- Cycle to Work Scheme - Employees may access a Cycle to Work scheme to promote sustainable travel and wellbeing
- Life Insurance - employees are provided with life insurance cover as part of their employment package
- WeCare – Free, Confidential web-based health & wellbeing platform including access to online GP appointments and telephone counselling for employees and family members
- Reward Hub platform - Offering discounts and offers across a range of services.

Equality, Equity, Diversity & Inclusion

At Action Hampshire, we want to create a safe*, inclusive, and welcoming organisation that actively challenges exclusion. To achieve this, we are building a culture of belonging where everyone is valued, respected, and supported to thrive as their authentic selves.

**By 'safe,' we mean psychologically safe: a culture where people feel able to express themselves openly, share ideas, raise concerns, and challenge constructively without fear of judgement, exclusion, or negative consequences.*

We very much welcome applications from all members of the community regardless of age, gender, sexual orientation, ethnicity, faith, or disability. We go beyond the protected characteristics of the Equality Act to include other groups who may face discrimination or lack of opportunity in employment. We actively strive to eliminate discrimination in our recruitment process and ensure that all qualified applicants receive full and fair consideration for employment.

We are a Disability Confident Committed employer and offer flexible, hybrid working arrangements. These can be particularly helpful for candidates living with disabilities, long term health conditions or who have caring responsibilities.

If you are passionate about this role and what we do, we would love to hear from you. If you think you have the skills for this role, but do not necessarily have all the essential requirements listed, please apply anyway, stating clearly in your covering letter how you think you can fulfil the role.

**Safeguarding**

Action Hampshire is committed to practices that protect people from harm regardless of any protected characteristic as covered by the Equality Act 2010 the Worker Protection (Amendment of Equality Act 2010) Act 2023, working together to safeguard adults from abuse, neglect, and exploitation.