



**pennine**prospects  
working in and for the south pennines

*South Pennines Regional Park: a landscape for the future, a space for everyone*

## **Job Description**

<b>Job title:</b> Administration Assistant
<b>Location:</b> Pennine Prospects office, Hebden Bridge
<b>Responsible to:</b> Project Manager
<b>Hours:</b> 12 hours per week (Part Time)
<b>Salary:</b> £17,500 (pro-rata to 12 hours per week)
<b>Contract:</b> Part time, 12 month fixed term contract. Immediate start preferred

<b>Pennine Prospects purpose</b>
A landscape for the future, a space for everyone and, a resilient and thriving local economy

<b>Reporting lines</b>
Reports directly to the Resilient Heritage Project Manager

<b>Job purpose</b>
<ul style="list-style-type: none"><li>• To provide Resilient Heritage Project Board, Project Manager, Chief Executive, Operations Manager and Pennine Prospects' team with general office and financial administration support.</li><li>• To assist in promoting the awareness of the company and its activities.</li><li>• To help increase and promote awareness of the South Pennines at all levels.</li><li>• To help raise the profile of the South Pennines at all levels.</li></ul>

### **Dimensions**

- Administration and office management for Pennine Prospects.
- Effective communication skills, including social media and the enthusiasm to work in the field of promoting rural regeneration within the South Pennines are essential for all candidates.

- Some awareness and knowledge of economic and environmental sustainability of the South Pennines.

### **Key roles and responsibilities:**

Supporting the Pennine Prospects team, including:

- General office management and administration
- Event and festival organisation, promotion and coordination
- Administering petty cash
- Maintenance of electronic and hard copy folders and archives
- Maintenance of office supplies and stationery
- Working with Pennine Prospects staff and Company Members and partner organisations to promote the South Pennines through print, on-line and social media
- Updating the photo library
- Taking meeting notes and minutes
- Supporting the Pennine Prospects Chair

Administration duties for the Heritage Lottery Fund Resilient Heritage project, including:

- Booking project meetings for staff and external contacts
- Processing purchase orders, invoices and keeping financial records
- Co-ordinating the agenda and papers for the Project Board and taking minutes
- Electronic and paper filing
- Coordinating and booking events and training

Supporting the Resilient Heritage Project Manager in coordinating communications and marketing including:

- Coordinating and posting content for social media and the website
- Sending out paper and electronic marketing materials and press releases

The above list is not exhaustive and the successful candidate may be asked to undertake additional duties commensurate with the role.

### **Skills and Competencies:**

- Experience of office work
- Experience of using financial and office management systems
- Strong organisational skills
- Good time management skills
- Ability to be solution focused and proactive in solving problems
- Ability to be self-reflective in supervision and follow direction
- Ability to work well as a team
- Good IT skills including familiarity with Microsoft Office applications (Outlook, Word, Excel and PowerPoint).
- Good numerical skills including excellent budgetary acumen
- Experience of using social media platforms
- Some event organisation experience desirable.
- Some previous experience of marketing and communications desirable.