

JOB PROFILE

JOB TITLE: Development Assistant

AGENCY North East Fife Community Hub

LOCATION: St Andrews

REPORTING TO Designated Board Member

SALARY: £8.00 - £8.75 per hour, dependent on age and experience
16 hours per week.
6 months Fixed Term Contract

JOB PURPOSE

To gather data and opinions to shape the development of the HUB, assisting Management and supporting other staff.

Duties

Liaison with residents of North East Fife via surveys, face to face communication, e-mail and letter.
Assist with the setup of various Hub projects.
Provide support to the Board.
Undertake general administrative duties including: Facebook updates, Filing, copying.
Dealing with incoming and outgoing mail and general emails.
Assist in matters relating to marketing and publicity for the project.

RELEVANT QUALIFICATIONS

- No minimum prescribed but competency with Microsoft Office and social media would be an advantage.

SKILLS/KNOWLEDGE REQUIREMENT

- Strong inter-personal skills.
- Good written and practical skills.
- Ability to communicate effectively at all levels.
- Demonstrate commitment to continuous improvement.
- Ability to prioritise and work to tight deadlines.
- Demonstrate creativity and innovation, the ability to work on own initiative and with minimum supervision.