

Job Description

Plunkett Foundation

The Plunkett Foundation (www.plunkett.co.uk) is a national charity based in Woodstock, Oxfordshire that is dedicated to improving rural livelihoods through co-operative and social enterprise. Plunkett is the UK's leading exponent of rural social enterprise and we use our original research and policy ideas to galvanise support for vulnerable rural communities. We work with public and private sector partners to help rural communities solve the challenges of today's rural society, such as social exclusion and deprivation. We help rural communities set up and run sustainable social enterprises such as local food initiatives, community-owned village shops and community transport schemes. These enterprises not only stimulate rural economies by providing access to essential services, creating jobs and training opportunities but also they inspire the whole community to get involved and help put the heart back into village life.

Making Local Food Work (www.makinglocalfoodwork.co.uk)

The Plunkett Foundation was awarded a £10 million Big Lottery Fund grant to support sustainable community enterprises across England that meet the needs of rural and urban dwellers in accessing healthy, local food. *The Making Local Food Work* portfolio programme aims to reconnect people and land through local food - increasing access to healthy, local, regional or organic food that has clear origins. This will be done through community and social enterprises such as farmers markets, community owned village shops, food co-operatives and local food distribution hubs. There 10 projects within the portfolio programme 4 of which are directly managed by Plunkett.

Community Shops and Local Food (managed by Plunkett)

The Community Shops and Local Food project strand of the portfolio programme aims to help community-run and traditional independent shops stock and sell more locally produced food. Through the production of a toolkit, including materials and resources, small shops and small producers will be supported by a network of specialist advisers who will assist in implementing and sharing important networks, ideas and skills.

Specialist Enterprise Support (managed by Plunkett)

The objectives of this project theme are to help 200 community food enterprises to develop and thrive by offering them specialist business advice and mentoring. A regionally based pool of independent consultants carries out advice work whilst mentors are recruited from existing enterprises to carry out mentor visits and to facilitate peer learning through study visits. Through enterprise support we hope to show that 135,000 members of the local community will enjoy the benefits of sustainable food systems delivered by robust organisations.

Candidate

There is an exciting opportunity for an experienced project assistant ideally with a background in the community sector to work on diverse and dynamic national projects. Working within the Plunkett Foundation, you will provide comprehensive assistance to ensure the successful delivery of Plunkett's projects within *Making Local Food Work*.

We are looking to appoint a highly motivated individual with a proven track record in delivering results. You will have excellent organisation and communication skills, be a team player, and have the ability to work in a dynamic environment.

The successful candidate will be able to work alongside their peers in achieving the overall project goals while independently overseeing designated areas of the project. Preference will be given to someone who is excited by the work we do and keen to contribute to our objectives.

Detailed Job Description

Job Title:	Project Assistant, Making Local Food Work Programme
Location:	Plunkett Foundation, Woodstock, Oxfordshire
Duration :	Two Year Fixed Term Contract
Salary:	£ 17,000 to £20,000

Job Purpose:

A **full-time** position responsible for providing an efficient and comprehensive support service for specific Plunkett based projects within the *Making Local Food Work* programme..

Principal Accountabilities

- To be a first point of contact for specified *Making Local Food Work* projects, whether this is by phone, e-mail or through the website and to actively action the queries whenever possible.
- To actively market and advertise the project services, particularly through liaising with programme partners.
- To operate and manage project delivery systems allowing the monitoring and tracking of client work and ensuring the information is orderly, well-presented and current
- To provide a high standard of administrative service including word processing, formatting reports, upkeep of databases and other electronically based systems
- Arrange and service meetings and programme events, including compiling agenda, taking minutes and monitoring follow up procedures.
- Preparing correspondence, reports, financial and technical documents, forms, etc,
- Retain accurate working papers for examination by Internal/External Audit and assist on issues raised where necessary.
- Support the updating and operating of the programme extranet and website pages for the specified projects.
- To apply a high degree of tact, sensitivity, diplomacy and confidentiality across the whole range of duties.
- Undertake any other duties required in order to support overall delivery within Plunkett and the programme *Making Local Food Work*
- Ensure activity is delivered with maximum attention to equal opportunity and diversity

PERSON SPECIFICATION

Job Title:	Project Assistant
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	Essential	Desirable
Experience	<p>Experience of keeping accurate records, devising procedures, organising information and producing accurate statistical information, on an ongoing basis.</p> <p>Confidences in working on websites and other web-based tools</p> <p>Experience of project planning and implementation.</p> <p>To have acquired effective communication skills to include meeting customers and clients, dealing with queries and to have the ability to respond in writing and verbally, both face to face and whilst using a telephone.</p> <p>Experience of working within a team</p>	<p>Experience of Microsoft Publisher or similar programmes</p> <p>Experience of working in the community sector</p>
Qualifications	Educated to degree level or equivalent.	
Knowledge	<p>Good working knowledge of Microsoft Office software packages, e.g. Excel, Word, Powerpoint and Extranet.</p> <p>Knowledge of editing and inputting onto websites or web based programmes</p>	<p>Demonstrable understanding of UK rural communities</p> <p>Demonstrable understanding of local food sector</p>
Skills	<p>Strong communication skills both written and verbal</p> <p>Personal drive & self-motivation</p> <p>Highly organised and efficient</p> <p>Ability to prioritise and multi task effectively</p> <p>Ability to work to tight deadlines</p> <p>Excellent relationship skills</p> <p>High level diplomacy skills</p> <p>Flexible approach to work</p> <p>Demonstrable confidence & assertiveness</p>	
Special Requirements		Flexible to occasionally travel and work after hours and on weekends if needed

Last Updated: 19th May 2010