

Falkirk Towns Ltd

Falkirk Business Improvement District (BID) and town centre management function in the District centres of Grangemouth, Bo'ness, Denny and Stenhousemuir.

JOB DESCRIPTION

Job Title: Administrative Project Assistant

Reporting to: The BID Manager

Organisational relationship:

The post holder will be part of a small team headed up by the BID Manager, who in turn reports to the Company's Board of Directors.

Job Purpose:

To provide and maintain efficient project assistance necessary to assist the role of the company.

Key job responsibilities:

- Set up and maintain a library of databases containing accurate names and addresses of retailers, businesses and project groups.
- Carry out project support duties such as emailing, photocopying, printing and mailing.
- Provision of a comprehensive administrative support to the management including input of financial data.
- Contribute to pre planning of projects including sourcing funding and identifying project partners.
- Working closely with the management team to deliver a variety of projects on time and on budget.
- When requested, attend meetings, take, prepare and issue minutes.
- Source products and service required for individual projects, ensuring competitive tendering.
- Undertake any additional tasks that are identified as pertinent to the Company's activities within the role requirements.

- Assist where requested in organising company events, activities and initiatives devised by the BID Manager.

Accountability

The post holder is accountable to the BID Manager.

Skills / Knowledge required

- The postholder will have excellent IT skills in Microsoft Word, Excel, Access and Powerpoint. Desktop publishing skills would be desirable.
- An understanding of current marketing & communication techniques.
- An ability to identify priorities and ensure that deadlines are managed appropriately.
- Excellent interpersonal, oral, numerical and written skills are required.
- A good understanding of the key tasks is required, as is the ability to work as part of a small team.
- An ability to work on their own without direct supervision.
- Where appropriate new skills are required, the post holder may have to attend relevant training courses.
- An understanding of the work carried out by Falkirk Towns Ltd.
- A clean driving license and access to a vehicle preferred.

Decision Making

The post holder will be expected to cope with multiple tasks, with confidentiality and work to tight deadlines.

In addition to dealing with the normal day-to-day challenges associated with the work of the post, there will be opportunities available for demonstrating original thinking in order to overcome new or out of the ordinary demands. The post holder will demonstrate creativity, innovation and forward thinking.

Communications and contacts

Internal:

The post holder will communicate with, and work with all company staff and Board of Directors.

External:

In consultation with the BID Manager, the post holder will liaise with businesses, community representatives and representatives of other agencies.

Environment

The post holder will be primarily office based during normal working hours. There will be occasions where the post holder will have to attend meetings at locations externally.

Due to the nature of the company, there will be a few occasions where overtime and weekend working will be required, for which no additional payment will be made; however, time off in lieu will be given.

The Management team is often out of the office, and in their absence, the post holder is required to exercise a considerable ability to work on their own initiative.

The content of this job description will be reviewed periodically, and may be amended to reflect changing business requirements.