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Programme Assistant

Job Title:	Programme Assistant
Responsible to:	Communications and Training Events Manager- Whole School SEND
Responsible for:	N/A
Salary:	£21,000 this is a full-time fixed term appointment until March 31 st 2020
Job Purpose:	To work across a diverse mix of activities to support our Project Management Team to deliver the Whole School SEND project

Duties and Responsibilities

Administrative Support

1. To support the administration and the logistics for events and conferences.
2. To send out communications for events such as invitations by email or post, joining instructions and targeted thank you emails and letters after an event.
3. To provide project support for several projects to ensure agreed outputs and key milestones are delivered on time.
4. To undertake office administration e.g filing, managing enquiries, greeting visitors.
5. To organise meetings, this includes, booking venues, preparing papers, preparing and distributing minutes.
6. To support with the management of social media.
7. To provide administrative support for the activities and priorities for the Whole School SEND delivery team.
8. To support mail-outs, mass email circulations and other communications and provide logistical support to the organisation of events including on-the-day support for nasen staff, partners and attendees.
9. To undertake other duties and responsibilities as required, appropriate to the grade of the post, as agreed with the Communications and Training Events Manager.
10. To undertake relevant training and development, as requested.

11. To support nasen peers and contribute to the wider activity of the charity when required, including events, team away days, and strategic priorities.

Person Specification

Qualifications	GCSE or equivalent with Maths and English at Grade C
Previous Experience	<ul style="list-style-type: none"> • Experience of working in the voluntary or education sector
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent interpersonal, telephone and written communication skills • Experience of providing admin support to a team or individual • Experience assisting with an organisational social media account • Highly organised and thrives on multi-tasking in a fast-paced and target-driven environment. • Excellent IT skills, with good knowledge of Microsoft Office, including Word, Excel and PowerPoint. • Knowledge of or interest in the current educational landscape. • Ability to manage demanding situations, prioritising and planning workloads effectively, managing several projects simultaneously • Good numeracy skills and competence in creating and managing spreadsheets, data inputting and database work • Good organisational skills with accuracy and excellent attention to detail • Appreciation of equality and diversity issues in the workplace
Personal attributes	A strong commitment to education, the non-profit sector and raising the aspirations, achievements and life chances of all children.