

## JOB DESCRIPTION

Job Title:	<b>Game Changer Project Assistant</b>
Location:	<b>Energy Zone, Newfield Drive, Blackburn BB2 3UA</b>
Reporting to:	<b>Game Changer Project Manager/Engagement Officer</b>

## JOB SUMMARY

To offer flexible, timely, productive, hands on support to the project beneficiaries, volunteers and wider partnerships; services & activities within Game Changers; within the Energy Zone, Gro Zone (our horticultural area) and wider community. This includes supporting the project manager in the operational day to day activities to support the beneficiaries to achieve their project outcomes and for the project as a whole.

## ACCOUNTABILITIES

- To offer a flexible range of support to assist the project manager, beneficiaries and volunteers in delivering activities within Energy Zone, Gro Zone and the wider community
- To interpret instructions and solve issues that arise, and implement actions according to policies and procedures (training will be provided on policies and procedures)
- Close liaison with the project manager to plan the day's requirements but working under your own initiative with minimum supervision to complete them
- Supporting volunteer training and supervise (when needed), volunteers and community residents taking part in low risk activity
- Being a key holder as required and available on a rota (developed in advance) working 3 days between Monday – Saturday
- Communicate and provide information internally to ensure an effective service to all beneficiaries
- Ensure that all documentation relating to the project is complete, accurate, current and stored appropriately.
- Arrange and minute operational and steering group member meetings when directed (training will be provided).
- Working in the Community Café
- Any other duties deemed suitable for the level of the position within the organisation.