**Role Profile**

**Job Title: Project Support Assistant**

**Reporting to:** Welfare & Organisational Development Officer

**Hours: 22.5** hours per week

**Salary:** £19,269 (London Living Wage) pro rata

**Location:** Working from home (with possibility to attend Central London office occasionally)

**Contract:** Seven-month fixed-term contract

**BACKGROUND & ROLE SUMMARY**

The Military Wives Choirs is a diverse, international, tri-service community, creating life-changing and impactful experiences for 2000 women in 72 choirs across the UK and overseas. Our members include wives and partners of serving personnel, female serving personnel and veterans, mothers, sisters, daughters, and more.

In this key role you will report to the Welfare & Organisational Development Officer whilst also working with internal and external stakeholders to support ongoing welfare and research projects across 2022.

The role will be busy, varied, and dynamic, with the need to work across multiple projects and manage your time accordingly. Examples of projects you will be supporting on include; welfare and wellbeing resources to our committees and members, our ongoing training programme including an in-person conference for all volunteers, a fully-funded research project and more.

We are a small team, and therefore the opportunity to work collaboratively and creatively with other team members will be available to you. The role suits someone who has a keen interest in the military social welfare and wishes to take the first steps in a career that may include administration, research or monitoring & evaluation within the charity sector.

Our members’ wellbeing is at the heart of what we will need you to share our ethos of Sing, Share, Support. The work you will carry out will be crucial to the good function and best practice of the network of choirs, as well as advancing the cause of music for wellbeing and music for all.

We will support you by providing:

* A full induction to ensure you understand your role and how it fits into the wider organisation
* A development plan that will ensure you gain the opportunities to build on your skills and enjoy new experiences
* A chance to work on team projects whilst maintaining and achieving your own objectives
* A unique opportunity to make a significant contribution to the charity at a crucial time in its development

**KEY RESPONSIBILITIES**

In our 10th Anniversary year, this role is important in ensuring the charity can continue to exist and grow for another 10 years and beyond. You will work closely with the Welfare & Organisational Development Officer, and with internal stakeholders, to keep our volunteers well trained and supported. Your work will also have a direct impact on the lives of choir members, in increasing their wellbeing through singing, and by improving signposting to additional support.

**Key tasks will include:**

1. Keeping the Military Wives Choirs Tool Box (SharePoint site) in good order and working with our IT support to track usage
2. Work with the Welfare & Organisational Development Officer to undertake day-to-day administration of an ongoing research project.
3. Liaise with external partners to support the expansion and delivery of our ongoing training programme.
4. Collaborate with the Finance & Administration Assistant to ensure data is kept securely and updated regularly, in line with GDPR.
5. Support the Welfare & Organisational Development Officer with ongoing governance and policy work.

As a small team, we expect all team members to pick up other duties commensurate with their skills and capabilities and be flexible, adaptable, and willing to take on new challenges. In our 10th Anniversary year there will be many opportunities to attend events in a support capacity.

**PERSON SPECIFICATION**

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| **Experience**  | **Essential** | **Desirable** |
| Demonstrable experience in a busy office environment |  | \* |
| Experience of the Armed Forces community |  | \* |
| Experience of working on multiple projects simultaneously | \* |  |
| Understanding of benefits of diversity and inclusion | \* |  |
| Ability to prioritise workload and meet deadlines | \* |  |
| Understanding of research or experience of research projects |  | \* |
| Experience with Office365 (SharePoint, OneDrive, Teams) | \* |  |

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| **Skills & Personal Attributes** | **Essential** | **Desirable** |
| Excellent communication skills (written and verbal) | **\*** |  |
| An understanding of the Military Wives Choirs, our mission and vision |  | **\*** |
| A proactive and positive approach, with resilience and empathy | **\*** |  |
| A collaborative work ethic and a willingness to be guided by the best interests and views of the network | **\*** |  |
| Advanced MS Office Skills (Word, Excel, PowerPoint, Office 365) | **\*** |  |
| Ability to handle personal data sensitively, with data analysis experience | **\*** |  |
| Ability to work both independently and as part of a team | **\*** |  |
| Experience of managing multiple projects simultaneously | **\*** |  |
| Highly organised with excellent attention to detail | **\*** |  |

**APPLICATION PROCESS**

To apply, please send a copy of your CV and a covering letter outlining your suitability for the role and your interest in the Military Wives Choirs to Erron Wahyu, ewahyu@militarywiveschoirs.org.

Closing Date: midnight 20 February 2022.

For an informal discussion, please email Alex at acreamer@militarywiveschoirs.org.