



The  
Democratic  
Society

# Project Assistant (UK Team)

## About the Role

The purpose of this role is to provide support and assistance to the UK team within The Democratic Society. Driving the co-ordination of everything from planning to implementation, it offers a great opportunity for someone to be involved with the full breadth of activities carried out by a UK non-profit organisation.

Based in Manchester and working closely with the senior leadership, the ideal candidate will be extremely well organised and have some experience in working with projects or organisations that depend on different staff and clients in different locations (including outside the UK). The successful post holder will be able to demonstrate comfort and fluency in using online management and office tools.

Comfortable working under their own initiative but sensitive to the time demands of senior team members, the ideal candidate will be a no-fuss, action driven colleague who likes bringing order. A passion for involving citizens in public decision-making would be ideal. This role fits within a £17,000 to £20,000 pay band, depending on experience and skills.

## Responsibilities

- **Providing all-round support** for the UK team, including co-ordination and administration, arranging meetings and travel, overseeing all other office organisational activities.
- **Event organisation and logistics** within the UK, taking the lead on sourcing venues, liaising with attendees and ensuring we're meeting their needs, and additional support to ensure the UK team is prepared for event delivery.
- **Ad hoc note taking and minute taking**, including at public events and for key meetings, including with clients.
- **Undertaking standard data capture** activities for the UK team, liaising with the senior team and Demsoc board on the capture and provision of core metrics and business management information.
- **Responsible for the UK implementation of records management**, sorting, storing and archiving files, and ensuring overall knowledge management consistency.

## Key Competencies

**Initiative:** you can organise your own workload to meet business needs, use initiative to independently respond to unanticipated problems or situations.

**Team work:** you work collaboratively as part of a team to deliver a service to others.

## THE DEMOCRATIC SOCIETY JOB DESCRIPTION

**Equality:** you support and protect equality and diversity and respect customers, clients and other members of staff regardless of gender, age, disability, sexual orientation, religion or ethnic origin.

**Customer service:** you work with a focus on delivering services to clients, acting with integrity and respect on behalf of the organisation and honouring confidentiality.

**Problem solving:** you have strong problem-solving skills with the ability to anticipate issues and resolve matters independently, developing sound pragmatic solutions.

**Strategy:** you ensure that at all times your work informs, reflects and supports the Democratic Societies prevailing aims and objectives.

### Person Specification

Demsoc is looking for someone with an aptitude for logistics and organisation. This role will suit someone who is well organised and understands the need for structure without being overbearing on those who don't. Tact and diplomacy will be essential to successfully fit in with the collaborative nature of Demsoc culture.

The ideal candidate will be a self-starter, with considerable drive who can get on with the job. They will be willing to get stuck in to any work as needed, without losing sight of the core job. Supporting project delivery is essential, but that means thinking widely and being willing to work on multiple actions and projects at the same time with effective prioritisation.

A high level of online and office-based IT skills is essential, including proficiency in Excel. As Demsoc uses more online technologies, a willingness to engage in virtual organisation (including Skype style calls, live document editing and other collaborative technologies) is key. Previous experience in this isn't essential, but the aptitude and drive to learn how to do this (and to do it) is.

Experience or an understanding of the wider NGO sector in which Demsoc operates is desirable but not essential. However, being in-tune with our core values (especially around democratic participation and collaborations) is crucial. Culturally, being able to balance competing demands will be an important success factor. In addition, an understanding (or experience) of working within the Greater Manchester area for an NGO would also be of interest.

Demsoc is an equal opportunities employer and welcomes all suitably skilled persons regardless of their race, sex, disability, religion/belief, sexual orientation, education or age.