



FRIENDS OF WINDMILL GARDENS

(Registered Charity, Number 1176991)

24 Prague Place | Blenheim Gardens | Brixton | London SW2 5ED

m: 0758 717 0029 | **e:** info@brixtonwindmill.org.uk

w: brixtonwindmill.org/friends | **b:** brixtonwindmill.org/friends-blog

twitter: @brixtonwindmill

Project Assistant £29,000 per annum *pro rata*

JOB DESCRIPTION – part time (17.5 hours), fixed term contract (18 months)

Main responsibilities of the Project Assistant (PA)

This role is crucial to the success of the new Brixton Windmill Centre. The successful candidate will understand and be committed to the changes we need to make through two years of Power to Change (PTC) funding. They will have excellent interpersonal skills and a proven track record of administrative work in an office, project, small business or similar environment. They will have experience of using finance packages and keeping financial records so that there are excellent project processes, records and reporting. They will understand that the future of our growing social business depends on strong financial systems, accuracy and integrity.

The PA also needs the skills to handle petty cash, receipts for sale items, donations and other items and process such income in accordance with internal procedures and gift aid requirements. They will understand that a social business needs to work collaboratively in a team of paid staff and volunteers and the need for public facing systems to be user friendly but with strong controls.

Using their IT skills they will produce regular accurate reports to the project's management team. They will be responsive and adapt and change with a can-do approach to work and ability to prioritise appropriately to ensure project delivery whatever project challenges are faced. They will also have key responsibilities for managing the community building, booking events and classes, dealing with trainees, visitors and volunteers and assisting with purchasing items, working to the Business Development Manager and the appropriate lead Board member. They will be open to using local and social media to promote the project and the role of the Brixton Windmill and the Brixton Windmill Centre in the well-being of the community.

Skills and experience

1. A proven track record of administrative work in an office, project, or similar environment
2. Experience of using finance packages and keeping financial records
3. Experience of handling petty cash, receipts for sale items, donations and other items and process such income in accordance with internal procedures and gift aid requirements.
4. Some knowledge and experience of managing a community building
5. Experience of working collaboratively in a team
6. Experience of working with the public and/or volunteers.
7. Completing tasks to a high standard of accuracy and to deadlines (for example correspondence or reports).

Person specification

1. Good written and oral communication skills
2. Be IT proficient in, e.g. database management; social media
3. Ability to organise meetings and minute board, and project meetings as required.

4. Ability to take bookings for events, activities, education workshops and other classes.
5. A can-do approach to work and ability to prioritise appropriately
6. Ability to enter volunteers onto the rota and keep records of volunteer hours and training.
7. Ability to assist with purchasing items working with the appropriate lead Board member.
8. Knowledge of the community and charitable sector.



power to
change

business in
community
hands



We support people and
communities to thrive.

The National Lottery Community Fund