

<b>Section A: Job Details</b>			
<b>Reference Number:</b>	CPAUKFEB24		
<b>Job Title:</b>	Project Assistant		
<b>Pay Band:</b>	D1		
<b>Pay:</b>	£25,970 (entry level)		
<b>Number of Posts:</b>	1	<b>Hours P/W</b>	Full time – 35 hours
<b>Contract Type/Duration:</b>	Maternity Leave Cover - Fixed term to end September, with the possibility of extension		
<b>Date of Issue:</b>	January 2024		
<b>Closing Date for applications:</b>	Wednesday 21st February 2024		
<b>Possible Interview Date:</b>	W/C 26 <sup>th</sup> February 2024		

<b>Section B: Scope of the Role</b>
<p><b>Job Purpose</b></p> <p>CPA UK supports and strengthens parliamentary democracy throughout the Commonwealth. It focuses on key themes including women in parliament, modern slavery, financial oversight, security and trade. Peer to peer learning is central to the way CPA UK works. CPA UK brings together UK and Commonwealth parliamentarians and officials to share knowledge and learn from each other. It aims to improve parliamentary oversight, scrutiny and representation and is located in and funded by the UK Parliament.</p> <p>For further information about CPA UK work please see <a href="http://www.uk-cpa.org">www.uk-cpa.org</a></p>



CPA UK is recruiting for a Project Assistant to support the delivery of a range of projects. It is an exciting role in a busy and dynamic team, located in the heart of Parliament, with hybrid working arrangements currently in place. The role requires a diplomatic and sensitive approach and has a highly administrative component.

If you are selected to work as a Project Assistant you will be based in the Multilateral Projects Team (MPT). MPT designs and delivers multilateral workshops, conferences and other learning events for parliamentarians and parliamentary officials across the Commonwealth. Although based in MPT, you will be part of a 'pool' of Project Officers and Project Assistants, so will work across two delivery teams. Projects will vary in size and length, and will include both multilateral and bilateral activities, as well as activities for donor-funded projects. Although the role will be primarily based in Westminster, some projects may involve overseas travel.

### Key Internal Relationships - Including

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| <ul style="list-style-type: none"> <li>Select Committees, Clerks and Officials, Inter-Parliamentary Groups, All Party Parliamentary Groups</li> <li>Members of both Houses and their staff</li> </ul> | <ul style="list-style-type: none"> <li>Support teams in both Houses, including conference and catering services.</li> </ul> |
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### Key External Relationships - Including

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| <ul style="list-style-type: none"> <li>Commonwealth and Overseas Territories (OT) legislatures</li> <li>Government Departments - particularly the Foreign, Commonwealth and Development Office (FCDO)</li> </ul> | <ul style="list-style-type: none"> <li>International organisations, including Non-Governmental Organisations (NGOs)</li> <li>Suppliers and contractors (e.g. Travel Agents, hotels, photographers)</li> <li>Thematic specialists (e.g. academics)</li> </ul> |
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### Management Responsibility

None

### Additional Information Regarding The Post

#### Location

The post is based in the CPA UK offices on the Parliamentary Estate. Hybrid working arrangements are currently in place, with the expectation of at least one day a week in the office and more regularly during probation as well as when delivering an event. Mobile and flexible working arrangements are in place. UK and international travel may occasionally be required.

#### Hours

The standard working week is 35 hours with one hour unpaid for lunch.



	Some evening, weekend and occasional public holiday working will be required in support of CPA UK programmes. Annual leave – 35 days per financial year, of which 7 days must be taken at quieter times i.e. 5 days to be taken at Christmas and 2 days at Easter.
<b>For Further Information</b>	Visit <a href="http://www.uk-cpa.org">www.uk-cpa.org</a>
<b>To apply</b>	<b>To apply, refer to the guidance notes that have been developed for your use and send</b> A completed form (attached)

## Section C: Job Specification

### Description Of Duties

The Project Assistant will support Project Managers and other project team members in **all aspects of project delivery** including:

- Contributing to project plans and programme ideas
- Managing event logistics, including venue and/or digital platform logistics
- Delegate management, such as distributing invitations, recording responses, managing online registrations and coordinating travel arrangements
- Liaising with key stakeholders, such as UK and overseas parliaments
- Liaising with speakers and facilitators for events
- Liaising with caterers, technical support and other service providers
- Providing verbal and written briefings for those involved in the event, including parliamentarians and parliamentary officials
- Co-ordinating and minuting meetings
- Collating research (e.g. from the internet, libraries, professional journals, phone research etc)
- Coordinating marketing and other materials
- Supporting event communications, including on social media
- Creating, organising and maintaining project files and databases/spreadsheets
- Preparing reports, using quantitative and qualitative evidence
- Representing the project at team meetings and other fora

The Project Assistant will also:

- Provide general support and administration to the wider team and organisation as required
- Complete other reasonable tasks as directed by the Project Manager and senior managers.

## Section D: Person Specification

Skills and Experience	Application	Interview/ Test
<b>Essential</b>		
Experience of project support and/or event management.	x	x
Excellent interpersonal skills with a demonstrated ability to communicate effectively with a wide range of people and to work diplomatically and impartially in multi-cultural and/or international environments.	x	x
Ability to take initiative and demonstrate a hands-on, calm and creative approach to problem-solving.	x	x
Flexibility and commitment to work as part of a small team, often under pressure, and to cooperate effectively.	x	x
A keen eye for detail, in particular when collating information from various sources and editing documents.	x	x
Excellent IT skills, including proficiency with MS Office applications.		x
<b>Desirable</b>		
Knowledge of current issues relating to the Commonwealth		x
Experience of using MS Excel to manage large amounts of data		x
Experience of using Canva Pro, InDesign or other publishing software for laying out documents and reports		x