



Get Out More CIC  
AES Orchard, Sunderland Street,  
Worth Way, Keighley, BD21 5LE

t 07974 935105

e [annie@getoutmorecic.co.uk](mailto:annie@getoutmorecic.co.uk)

w [getoutmorecic.co.uk](http://getoutmorecic.co.uk)

## PROJECT ASSISTANT (Maternity Cover): Job Description

Get Out More CIC is a social enterprise on a mission to help people engage with nature to feel better in mind and body. We run outdoor programmes, including forest schools, outdoor play and community engagement programmes for people of all ages across parts of West and North Yorkshire. We use local woodlands, parks and natural spaces to bring people together, be active and feel good, working towards our vision: communities and nature growing healthier together.

Due to maternity leave, we are keen to appoint an organised and efficient Project Assistant (maternity cover) who can enhance our small team and support the organisation with a range of essential administrative and marketing tasks. We are looking for a hard-working and proactive individual with high levels of computer literacy, skills and knowledge in promotion through social media and other channels and a positive can-do attitude.

The post holder will be required to work on own initiative, often independently, sometimes to tight deadlines. Previous experience in a similar role is essential although training will be given in Get Out More's systems and applications. If you wish to join a small, friendly team that works hard to make a real difference to communities and the environment, we would like to hear from you.

**Job Title:** Project Assistant (maternity cover)  
**Job purpose:** To provide administrative and marketing support for Get Out More projects  
**Hours:** 20 hours per week to be worked flexibly across 4-5 days  
(hours to be agreed with successful candidate)  
**Salary:** £20,000 pro rata  
**Contract:** 9 months i.e. end March – end December 2018 (with potential to extend)  
**Reporting to:** Get Out More Managing Director  
**Place of work:** Airedale Enterprise Services, Sunderland St, Keighley, BD21 5LE

### Main duties

- Provide day to day administrative support including responding to enquiries from clients, customers, practitioners and volunteers
- Set up our holiday forest school programmes, and other programmes when required, by booking practitioners, liaising with volunteers and completing site booking forms
- Set up on-line tickets sales and input project information onto Get Out More booking site, website events pages and other websites (induction on relevant software will be given)
- Oversee bookings and respond to booking enquiries
- Ensure practitioners return monitoring, feedback and programme reports from Better Start Bradford, Keighley Big Local and other projects.
- Support the completion of contractual requirements in relation to funding and contracts; e.g. collating participant and financial monitoring, evaluation and impact measurement data for reports etc.
- Updating client mailing lists



- Oversee and maintain practitioner and volunteer records (DBS checks etc.)
- Update and maintain Get Out More's social media presence (Facebook, Twitter etc.)
- Maintain website with up to date information
- Support project and organisational marketing by contributing to and distributing digital newsletter, promoting programmes through listings, local media etc.
- Co-ordinate Get Out More's volunteering programme, recruiting and supporting volunteers to support our programmes
- Attend team and line management meetings
- Support other work if required and capacity allows

## **Job Specification**

### **Skills and experience**

#### **Essential**

- Experience of working in a similar role\*
- High level of computer literacy including Microsoft Office (Word, Excel, Outlook)
- Knowledge and skills in social media including Facebook and Twitter
- A confident communicator with excellent written and verbal communication skills
- Organised, efficient and highly competent administrator with good attention to detail and able to work independently
- Excellent planning and organisational skills, flexible and adaptable to fluctuating workloads, and able to work to deadlines
- Proactive at prioritising, problem solving and getting things done
- Able to use judgement and intellect to work on own initiative, often independently

#### **Desirable**

- Knowledge and skills in other social media platforms (e.g. LinkedIn, Instagram)
- Experience of updating websites using content management system Wordpress

### **Person specification**

#### **Essential**

- Friendly and polite with excellent people skills and a sense of humour
- A hard-working team player with a willingness to work co-operatively and support the needs of a growing social enterprise
- Committed to Get Out More's vision and the success of the venture

#### **Desirable**

- An interest in the outdoors, nature and its impact on health and wellbeing

\* We are interested to hear from candidates with recent experience or those returning to work after a career break – on application tell us about your previous roles and how they relate to the requirements of this post.

### **Application:**

If you feel you have the skills and experience to be our Project Assistant, please email Annie Berrington (annie@getoutmorecic.co.uk) with a **CV (max 2 sides of A4) and covering letter** outlining what you can bring to Get Out More and how you meet the job specification. Include the names and contact details of 2 people, at least one of which is an employer, who are able to provide references on your suitability for this post

Deadline: 5pm 7 February 2018. Interviews: week commencing 12 February

