



Job Description

Job Title: Project Assistant
Department: Eddie's
Reporting To: Service Manager – Eddie's

Main Purpose: Responsible for the technical and administrative aspects of the day-to-day operation within the Eddie's Service, paying particular focus on supporting the Eddie's Service Manager in delivering The Key Worker Collaborative and other external partnerships within The Edmund Trust.

About Us

The Edmund Trust & Eddie's has been proudly supporting people across the East of England with learning & physical disabilities, autism and complex needs for over seventy years. We work to provide lifelong opportunities and create positive lifestyles for people to be equal and active members of the community.

We provide person-centred support, allowing individuals to choose how they want to live their lives, enabling them to reach their full potential. We encourage people to achieve their aspirations with outcome focused support. Working alongside our values of Commitment, Collaboration and Positive Interactions.

Main Duties:

- While demonstrating the flexibility to work from home and in office, the Project Assistant will work collaboratively with several of our external partners providing administrative support when required.
- Support the Eddie's Service Manager with ad-hoc tasks, including but not limited to invoice processing, petty cash management, expense claims and minute taking.
- Working with spreadsheets to provide accurate data for both the Service Manager and our external partners.
- Diary management and event coordination in relation with our external providers.
- Supporting the Service Manager with networking events and attending when required.
- Working to tight timescales and deadlines.



Person Specification

- Working knowledge of Microsoft Office Suite: Outlook, Word, Excel, PowerPoint, SharePoint and Teams.
- Excellent communication skills both verbal and written.
- Key eye for detail.
- Good planning, organisational and time management skills with the drive to self-motivate.
- A team player who also works efficiently independently.
- The ability to prioritise a busy workload.
- Experience of working in healthcare or social care sector would be beneficial but not essential.

General

- As an employee of The Edmund Trust, you should role model our values, creating a positive working environment, advocating inclusion and equality, creating a culture that recognises and celebrates diversity.
- Adhere to and promote the Company's policies, being accountable for the H&S of yourself and others.
- Work with integrity and adhere to confidentiality and security of information at all times, complying with all legal requirements relating to GDPR.
- Undertake training as requested by the company.
- Carry out any other duties as reasonably requested from time to time.