



CORPORATE SERVICES DIRECTORATE

PROJECT OFFICE ASSISTANT

(Fixed term to 30th June 2023, Full-time; 37.5 hours per week (though part time hours of 30 hours per week may be considered), Band A)

Heritage Horizons: Cairngorms 2030

With the support of the National Lottery Heritage Fund (NLHF) and national lottery players, this post is part of a team that the Cairngorms National Park Authority is recruiting to lead innovative, collaborative and transformative change as we tackle the climate emergency and nature crisis, and deliver an economy that works for all. Our ambition is large-scale, inclusive, transformational change that delivers our collective climate and biodiversity responsibilities.

Acting comprehensively across the UK's largest National Park, you will give residents and visitors the tools to make a difference. With over 45 committed partners, our collective endeavour is for the Park to become a global exemplar with integrity and heart, where the future is placed in the hands of the people and communities that live, work and visit here. The Heritage Horizons: Cairngorms 2030 programme is in an NLHF development phase which will culminate in the production of a full application to the NLHF.

Purpose

Support the administration of the CNPA Project Management Office to help it achieve effective control systems and ongoing improvement of internal project management processes, communications, risk and issue management and governance relating to the delivery of CNPA major projects with a focus on the National Lottery Heritage Fund (NLHF)

Responsibilities

Support the effective operation of the Cairngorms National Park Authority by providing administrative support to the CNPA with particular focus on Project Office Support.

- Support the Programme Delivery Officer in the administration and reporting for the Project Management Office and Heritage Horizons Programme
- Update and maintain Project/Programme Management information within the Project management software to ensure accurate information is available at all times.
- Assist the Programme Delivery Officer to facilitate key meetings to support project delivery, planning and review.
- Deal with enquiries, which may be by telephone, e-mail or written correspondence.
- Maintain electronic and paper systems within the office, for the safe storage of documents and information related to projects and programmes for use during both internal and external audit purposes. This is to support tracking of projects from inception to completion.

- Support the preparation of project documentation and review and revise project templates and reporting tools as appropriate.
- Support the timely distribution of meeting papers, taking notes at these meetings and follow up on assigned actions.
- Arrange and support meetings as appropriate including ensuring VC access or meeting room booking as appropriate

General

This post forms part of the wider admin team and will be required to undertake some general admin duties to support the smooth running of CNPA offices this includes covering the reception desk and support to corporate meetings and events as required.

The post will also contribute to the work of the Corporate Services Directorate and CNPA as a whole and ensuring compliance with financial procedures;
Contribute to the delivery of the National Park Partnership Plan; and,
To conduct other work, as necessary. All post holders are required to be flexible with regards their job description so that the organisation can adapt to new opportunities and priorities over time.

Person Specification - Knowledge, experience and training

ESSENTIAL

- Experience of working in an office environment;
- Must have good Computer Skills - including Word, Microsoft Outlook and Internet Technologies;
- The ability to work individually and as part of a team;
- Ability to balance workload and work under tight timescales
- Must be willing to take a flexible approach to their duties.
- Excellent verbal and written communication skills

DESIRABLE

- Experience of working in a project or programme environment
- An understanding of the purpose and aims of the National Park
- Working knowledge of Access, PowerPoint and Excel.
- Knowledge of Gaelic would be an advantage.

March 2022