



**Project ASSISTANT**

**Salary: £24,960 (pro rata- 16hrs/week,). Actual: £9,984**

**Contract Type: fixed term, can be extended subject to funding-**

**05/08/2024 until 04/08/2025**

**Location: ICOS, 14 Foyle Street, Sunderland, SR1 1LE**

**Reporting to: Manager**

**Directly manages/supports: Volunteers**

**Liaison with: Other staff members, sessional staff**

***International Community of Sunderland (ICOS) is seeking to employ an enthusiastic and proactive Project Assistant to ensure successful delivery our projects.***

The work is focused on vital support for migrant people in Sunderland and the surrounding area. The projects you will work on will include community development projects, environmental, sports and health and wellbeing projects.

You will provide support to our team, which will focus on booking venues, organizing events, creating simple event advertisements, creating, sharing, and advertising content through/on social media, including Twitter, Facebook, Instagram, LinkedIn and YouTube.

You will support administrative and data processing functions, such as collating attendance, feedback, registration and impact data after events and activities.

You will be a good team worker, passionate about making our area better for migrant people and integrating migrant people and the wider community.

Essential qualities:

-Communication skills

-Literacy and numeracy

-Social media

-Willingness to learn

-Passion and commitment

-Time management skills

Experience preferred, but training will be provided.

* Email us at: [office@icos.org.uk](mailto:office@icos.org.uk)
* Download details from our website at [www.icos.org.uk](http://www.icos.org.uk)

**For more information and to request an application pack please contact:** office@icos.org.uk, 07596538482

* **CVs will not be accepted.**
* **Completed applications can be sent by email to Michal Chantkowski, Manager at michal@icos.org.uk**

**Schedule:**

Application deadline: 15/07/2024, 5pm. No applications will be accepted after this point.

Scoring/results- by 19/07/2024

Interviews will be held on: 23/07/2024

Role commences: 05/08/2024

**We offer:**

-Flexible hours to be agreed with you

-Free training opportunities

-Working as part of a friendly and supportive team

-Access to free counselling

-A progressive holiday package, with the number of paid holiday per year increasing with the services

-We are a Living Wage Employer. Your salary will increase every year, at least with line with the living wage, as set as the Living Wage Foundation

-Paid breaks