



Derby West Indian Community Association: Centre that Powers the Road Project

Project Assistant

Job description:

Reports to	Derby West Indian Community Association: <i>The Centre that Powers the Road</i> Project Manager
Salary	£8,800 per annum
Hours	15 Hours per week (2 days)
Contract	Fixed term

Job Purpose

- To provide support for Derby West Indian Community Association: *The Centre that Powers the Road* National Heritage Lottery Fund supported project and the project team.

This project will explore, collect together, store and display the heritage of Derby West Indian Community Association and Derby Caribbean Carnival. Derby Caribbean Carnival is one of the oldest in the country, connected nationally and internationally. It would not be possible without the year-round essential work of DWICA. The heritage exists at DWICA, held by individuals both physically and in their creativity and memory. It is intangible - held in the knowledge, stories, music etc of the community, and tangible in the form of costume, literature, images etc.

The project is a partnership between DWICA and Derby Museums and the role will be based across both partners.

- To support all aspects of administration of the activity, materials and equipment needed for the project as part of the delivery phase at both Derby West Indian Community Association and Derby Museums.

- To provide other support as necessary, including working closely with the Powering the Road Trainee.

Reporting

Reports to:	Derby West Indian Community Association: <i>The Centre that Powers the Road</i> Project Manager
Responsible for:	Responsibility for supporting trainees, project participants and volunteers.

Specific Responsibilities

1. To support in developing and delivering a heritage plan to better understand, collate and store the objects and information that records the history of DWICA and Derby Caribbean Carnival.
2. To support in developing and delivering 3 x intangible heritage projects that will record aspects of DWICA and Derby Caribbean Carnival's history
3. To support in the development and delivery of the project's evaluation.
4. To support with the knowledge and skills development and supervision of the project Trainee and any volunteers who support the project
5. Support the collection and recording of data for, and the writing of, reports to the Project Steering Group, Staff, Funders and other Stakeholders as required. To ensure that all relevant information relating to the project is effectively, accurately and securely recorded and appropriately passed to colleagues as required.
6. To support with the development and delivery of an exhibition at DWICA and at Derby Museum and Art Gallery
7. To consider and explore all opportunities for self-development during the project
8. Actively participate in meetings and workshops, taking actions when needed.

General Responsibilities

1. Interact and cooperate with all team members across both DWICA and Derby Museums.
2. Ensure that the principles of inclusivity and equality are evident in your behaviour and work with your colleagues, our users and communities
3. Work evenings and weekends when required.
4. Actively participate in the wider life of DWICA and Derby Museums contributing to inter-disciplinary teamwork and projects, updating systems and processes and undertaking other duties as requested.
5. Ensure compliance with all DWICA policies including the Health and Safety at Work Act 1974 and health, safety, safeguarding and security policies.

FOR COMPLETION BY SUCCESSFUL CANDIDATE

I acknowledge that I have received a copy of this job description and accept that the responsibilities of the post are as indicated.

Signature..... Date.....

Date created / updated October 2021

Person Specification: Project Assistant

Short-listing and selection will be based on the criteria set out here.

Do make sure that your application fully demonstrates how you satisfy the points listed, drawing on your personal and work experience, education and training.

Qualities	Essential (E) Desirable (D)	Identified by: Application (A), Interview (I), Test (T)
1. Generic skills and experience		
Good communication and interpersonal skills, both written and verbal	E	AI
Skilled user of Microsoft Office, particularly Word, Excel and PowerPoint	E	AI
Highly organised, able to prioritise and work to tight deadlines.	E	AI
Have a focus on the needs of audiences and stakeholders.	E	AI
Display high levels of enthusiasm, flexibility and commitment. An excellent team player.	E	AI
2. Job specific skills and experience		
Skilled at managing electronic and manual administrative systems.	D	AI
Experience of monitoring finance and expenditure on projects.	D	AI
Experience of arranging, facilitating and minuting meetings.	E	AI
Experience of working in education and/or heritage/culture and/or community-based organisations or environments.	D	AI
Experience of working with projects that encourage participation and dialogue with stakeholders in the community.	E	AI
Provable experience of excellent organisational skills and planning.	E	AI
3. Qualifications		
GCSEs (Maths and English included).	E	A
Commitment to continuous personal development.	E	AI
4. Equalities		
Promote understanding of the benefits of diversity and demonstrate how you promote equality of opportunity.	E	AI