



Project Administrator Candidate Brief

This is a fantastic opportunity for a Project Administrator to join a well established and growing organisation which supports businesses and the Business Associations on the Suffolk Coast.

The post is available on a contractual or self-employed basis and offers an average of 20 hours per week between Monday to Friday, however some level of flexibility is required to attend occasional early morning or evening meetings.

Skills:

- The post holder will be expected to work with a high degree of autonomy, referring to the Board when necessary
- Competent in IT and Social Media
- Excellent organisational skills
- High level of interpersonal and communication skills
- A knowledge of the Suffolk Coast region is beneficial

Responsibilities:

- Identifying projects with the board and ensuring these are delivered to the highest possible standard.
- Identify possible sources of income generation and work with the board to secure funding and sponsorship.
- Manage the Business Breakfast Club calendar of monthly meetings; securing venues and speakers and ensuring these continue to grow from strength to strength.
- Organising and hosting networking events in the region.
- Work with the board and local providers to deliver key training and skills sessions.
- Work with an appointed events/exhibition organiser for the Suffolk Coast Business Exhibition.
- Work with education authorities to maximised opportunities for young people in the region.
- Keep abreast of opportunities and activities locally through partners, members and local media and disseminate relevant information through e-newsletters and Social Media.
- Ensure that the HCMTI website is regularly updated with current information.
- Attend Business Association meetings on a regular basis to keep abreast of activities.
- Maintaining a clean database of businesses in the region and updating the local business directory, LBB.
- Work with the Business Associations to recruit and retain members.
- Marketing – promote the activities of HCMTI, it's funders, sponsors and members through Social Media.
- Maintain a presence with local media through regular press releases and networking with journalists.
- Evaluate and report on activities and finances to the board and funders.



Application/invitation to tender for the post of Project Administrator

At the first instance please send a proposal or CV with a covering letter to Jenny Stockman at jenny@t-centre.co.uk with a copy to Annette Mason-Gordon at annette@hcmti.co.uk before the **deadline of Friday 13th June.**

The board will consider and contact all applicants by Wednesday 18th June. A short list will be drawn up and successful applicants will be invited to an informal interview with the board at 6pm on Monday 23rd June.

The successful candidate/organisation will need

- To have credibility with, and be able to work with , a wide range of businesses, Business Associations and other organisations.
- Experience of project delivery
- Excellent IT, interpersonal skills and a proven record in PR
- Experience of Event Management
- PR & Marketing experience preferable
- A flexible working approach and own transport

Additional information for Applicants

The post of Project Coordinator is available on a strictly contractual (in the case of a company wishing to bid for the work) or self-employed basis only. Work will be offered to the preferred candidate, until 31 March 2015, or earlier if decided by the Board.

A rate of payment and other terms and conditions will be agreed at the outset for each task.

Please consider the skills and responsibilities required in your covering letter and highlight what experience and qualities you bring which are particularly relevant to this post.

This is an exciting and extremely rewarding position which can be moulded and channelled to the strengths of the individual. We look forward to working with the successful candidate to grow the delivery of HCMTI.