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**Job Title**:

EmilyTest Project Assistant

**Hours:**

Full-Time **37.5 hours per week** – 9 to 5 pm

12 months (strong prospect of extension after 12 months subject to funding)

**Salary:**

£22,500/annum

**Accountability of post:**

The post holder will be line managed by and accountable to the CEO

**Location:**

Hybrid working; the post holder will be based in the Glasgow office in Gordon Street and have the flexibility of working from home subject to meeting business needs. Occasional travel within Scotland may be required.

**Application closing date**:

Applications close 5 pm Monday 13th February 2023 with interviews over the following 2 weeks. Start date: ASAP **(To apply see Application Notes below)**

**About us**

EmilyTest is a small Scottish charity working to tackle gender based violence in education. We work with schools, colleges and universities, helping them to develop effective policies, procedures and practices in relation to gender based violence prevention, intervention and support.

Our area of expertise is working closely with colleges and universities.

Our aim is to ensure every young person is able to live, work and study free from the harms and threats of Gender Based Violence.

**Role**

An exciting opportunity has arisen for a highly motivated Project Assistant to join our friendly team based in Glasgow. The Project Assistant will play a key role in providing efficient, effective and high-quality support to all projects within EmilyTest, with a particular focus on training and our evidence based GBV Charter for colleges and universities.

The 12 month post will be subject to a 3 month trial period.

**Essential knowledge, skills, qualifications, experience & personal qualities**

* Have a warm and friendly manner, be committed, hardworking and highly motivated.
* Able to demonstrate an aptitude for organisation and effective communication at every level while maintaining the professional reputation of EmilyTest.
* A clear understanding of client confidentiality and the practical application of GDPR
* Excellent time management with the ability to prioritise
* The ability to remain calm in pressurised situations
* Excellent interpersonal and communication skills, with the ability to work in a non-judgemental, confident and sensitive manner with colleagues, clients and all partners
* Microsoft Office skills, particularly Word, Excel and Teams
* Be self-motivated, work without supervision and show initiative

**Desirable**

* Knowledge of gender based violence and trauma informed practices
* Experience of developing, delivering and/or supporting training programmes
* Understanding of GBV and young people, particularly how it manifests in the College and University community

**Key Responsibilities**

* Schedule (& where required attend) meetings, focus groups, assessments, and training sessions (Eventbrite, Drop box, doodle polls)
* Note-take in focus groups and charter surgeries
* Collation of data
* Liaise with colleges and universities and support project leads – maintain communications record
* Facilitate pre-implementation meetings for LISTEN risk assessment
* Co-develop promotional materials for all project training
* Manage distribution of all training materials & maintain associated records
* Develop and maintain system to overview project dates/deadlines
* Work with team to develop Library of Tools

**Personal Requirements**

Able to take an objective approach and adapt projects as new needs are identified.

Ability to analyse and resolve challenges in an effective and timely manner.

Have a strong team spirit and an understanding of the dynamics of a small and rapidly evolving charity.

If people describe you as; organised, level-headed, a listener, compassionate, patient, a great communicator, hard worker, resilient, dedicated, great in a crisis – and you have the energy and commitment to always go the extra mile to support people effectively then we would like to hear from you.

**Application notes**

Please send your most recent CV, along with a covering letter explaining why you think you are suitable for the role, to: [fionadrouet@emilytest.co.uk](mailto:fionadrouet@emilytest.co.uk). *Please specify which role you are applying for.*

References from your current or most recent employer are required as part of the selection process.

**Learn more about us**

Charity No SC049072.

Website: [www.emilytest.co.uk](http://www.emilytest.co.uk)

Twitter: emilytest12