



Transformation – Project Management team

Team member: Administrator

Outline:

- Committed to driving forward the Skills for Life Strategy, you'll be a key part of the Transformation team, helping to plan for and deliver change locally across Cambridgeshire.

Responsible to:

- Transformation Lead

Term of appointment:

- Initially for the period until 31 March 2025

Personal qualities

- Organised, efficient and diligent
- Able to work independently, confident in the use of technology and pays attention to detail

Desirable experience

- Prior experience in a similar role and able to give sufficient time to the team

Time commitment:

- 2 hours a week (approx)

Key tasks:

- Organising and issuing meeting invites
- Maintaining a calendar of events/meetings for the next 12 months
- Supporting the Project Manager by ensuring that key progress happens when it is meant to happen to tight timelines
- Typing up and issuing agenda/minutes of meetings promptly
- Being an active team member, promoting and supporting the forthcoming changes positively
- Other tasks as agreed with the Transformation Lead

Role requirements:

- This is a volunteer role
- To complete Getting Started training within the first five months, including: Safety, Safeguarding, GDPR and essential information modules
- This role can be either a primary or shared role in Scouting for the role holder.