



## Projects Assistant Applicant Pack

**Job Title:** Projects Assistant.

**Location:** Remote with some work in-person required across the west coast of Scotland.

**Duration:** Part-time, six-month post with a negotiable start date.

**Salary:** £22 per hour for 15 hours per week (approx. £1320 per month).

### About Clyde Fishermen's Trust :

Clyde Fishermen's Trust (CFT) is a community-based charitable organisation that supports and revitalises Clyde's coastal communities. Established in 2016, our aim is to empower local communities and support their regeneration alongside historical and cultural development. Since our inception, we have worked on a wide range of grassroots projects to tackle the many issues faced by fishermen and coastal communities in the Clyde and west of Scotland areas.

### Projects Assistant at Clyde Fishermen's Trust :

Clyde Fishermen's Trust is seeking a motivated and skilled Projects Assistant to join our team. This is an exciting opportunity to work with a growing charity and contribute to the development of coastal communities in the Clyde. The successful candidate will play a key role in the establishment of a new social enterprise, while also assisting with a range of other CFT projects throughout the west coast of Scotland.

The role will be a six-month, part time position, with the hours to be worked flexibly to meet the needs of both the CFT and the candidate. There is possibility of extension, funding dependant, for the right candidate.

### Job Description :

The main focus of this role is to assist in the establishment of a new social enterprise. The successful candidate will be responsible for assisting in the planning stages of the new social enterprise including contributing their own ideas into its design, assisting in the completion of a funding application and contributing to partnership working. Additionally, the Project Assistant will support the overall activities of Clyde Fishermen's Trust, including assisting on established projects such as arts and heritage workshops, training programs, festivals and the day-to-day running of the charity.

### Key Responsibilities :

- Assisting in the completion of a grant application toward a new Social Enterprise.
- Contributing proactively to the design of the Social Enterprise, including suggesting ideas, alternative methods of working, etc.
- Assisting across other CFT projects including arts and heritage workshops, training programs and festivals.
- Attending and contributing to meetings where appropriate.
- Assisting in the day to day running of the charity.

## Person Specification :

Criteria	Essential	Desirable
<b>Skills or Experience</b>	Experience in third sector or social enterprise or working with communities	Lived or professional experience of coastal communities
	Degree or equivalent experience	Understanding of marine policy/ planning
	Competent in full Microsoft suite	Full clean driving license
	Experience in grant funding/grant writing	
<b>Personal Attributes</b>	Ability to work on own initiative and flexibility to the needs of the team	
	Excellent interpersonal and communication skills	

## How to Apply :

To apply for the Projects Assistant position, please submit the following:

- A cover letter (maximum two pages) outlining your interest in the role, how you meet the essential and desirable criteria, and what you would bring to the position
- A current CV (maximum two pages)

**Please send your application by email to : [contact@clydefishermenstrust.com](mailto:contact@clydefishermenstrust.com) no later than midnight on the 11th of April 2023.**

Please contact us at the above address if you have any questions about the role or application process.