



## **Community Projects Assistant**

**Salary: £22,880 FTE**

**Hours: 21-28 hours (3-4 days/60-80% FTE)**

**Contract: 1-year fixed term contract with possibility of extension**

**Location: Hybrid (Primarily home working with some travel throughout Hampshire)**

**Closing date: Friday 24 May, 9:00**

**Interview date: Monday 10 June**

**Do you want to be part of making a difference to, and supporting, the voluntary, community and social enterprise (VCSE) sector across Hampshire?**

Action Hampshire works with communities across Hampshire and beyond on innovative, impactful, asset based projects. We support communities to have their voices heard and to take action together. We support and partner with a range of voluntary community and social enterprise organisations to help make great things happen. We celebrate diversity and challenge inequalities.

You will support the design, delivery, evaluation and resourcing of projects, by providing high-quality support and co-ordination as a member of several project delivery teams. This is a multi-faceted role, with opportunity to grow and develop. You'll work across the organisation, involved in many different projects and collaborating with colleagues across the team. We would particularly welcome candidates with experience or an interest in energy advice, community research and supporting underserved communities and organisations.

You will be self-motivated and committed to delivering results in order to solidify Action Hampshire's reputation as a trusted and impactful deliverer of funded projects and services. You will be committed to Action Hampshire's values and have an understanding of, and an empathy with, the culture and values of the VCSE sector.

Joining a friendly and supportive team, you'll be able to manage your own time and work both independently and collaboratively with colleagues, communities and partner organisations. There may also be opportunity to work on other innovative Action Hampshire projects. In this role you will be able to grow valuable experience of the voluntary sector and know you are making a real difference to people and communities across Hampshire.

There has never been a more exciting time to join our talented, expert and friendly team. Our senior leadership team is working to embed our new culture and ways of working, driven by our values of being bold, enterprising, informative, and empowering. We very much welcome applications from all members of the community, regardless of age, gender, sexual orientation, ethnicity, faith or disability.

For an informal conversation about this role, please call Claire Vincent, Community Projects Specialist on 01962 857360 or email [claire.vincent@actionhampshire.org](mailto:claire.vincent@actionhampshire.org)

You can view the full job description on our website  
or email the Admin Team on [info@actionhampshire.org](mailto:info@actionhampshire.org)

To apply please follow this link to complete our application form which includes space to upload your CV and cover letter. In your cover letter, you should outline experience in relation to the person specification and role responsibilities. Key documentation can be found on our website.

Action Hampshire is an equal opportunities employer  
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