



Project Assistant

£19,550 per annum

Strathaven. Based with Climate Action Strathaven's Eco Hub, Green Street.

Closing Date: 14 September 2022

Ref: PA01

We have an exciting opportunity for a **Project Assistant** to join **Climate Action Strathaven**

Climate Action Strathaven works with individuals, groups, businesses and organisations to promote sustainability for everyone, engaging in discussions and acting on ideas to overcome the climate change emergency. We help to make sustainable choices accessible to all.

The role

You will be mainly responsible for providing active customer service within our Eco Hub. The Project Assistant role has a real focus on customer service and administration.

What you'll do

Representing Climate Action Strathaven in a professional manner at all times, maintaining a high-quality standard of work, and to work always in accordance with the aims, values and ethos of Climate Action Strathaven.

Act as an approachable source of information for customers wishing to make a bike purchase, ebike or car hire and any other related goods, including discussing the advantages of different products.

Assist with the issuing and return of hire bikes, ensuring the bike is safely set up for each customer, returned with any issues identified and prepared for future use.

Responsible for stocking shelves with merchandise, ensuring products have accurate price tags attached.

Maintain a suitable knowledge of the charity's philosophy and developments.

Reporting of any Health and Safety concerns and solutions to Programme Manager, and where necessary, the charity Trustees.

Maintaining shop floor tidiness, cleanliness and appearance.

Any other duties that may be assigned to a Project Assistant.

What you'll bring

Good Administrative and Computing skills.

Good Customer Service skills.

Strong Communication skills to deal effectively with people.

Be organised, honest and reliable.

Have a friendly and engaging personality, smart appearance and comfortable working with members of the public.

Demonstrate a hand on approach to project work.

This is a full time position, however job share may be considered to the right applicants.

Reporting to the Programme Manager.

To apply, please email your CV and Covering letter to Alison Harley, Programme Manager alison@castrathaven.org. In your cover letter please outline how you meet the criteria within the role description. **Applications submitted without a tailored covering letter will not be considered.**

We strongly encourage applicants from a wide range of backgrounds. In order to apply for this post, you must be able to demonstrate your eligibility to work in the UK.

