



Project Support Officer Job Description and Person Specification

Job Title:	Project Support Officer
Reports to:	Director
Location:	Brixton Office, London - with potential for some flexible working after 3-month probation period.
Hours:	Part time (50%/17.5 hours per week), with the possibility of full time if more funding secured
Pay:	£25,000-£27,000 FTE gross per annum (depending on experience)
Duration:	1 st May 2024 – 30 th April 2025 (with possibility of extension)
Deadline:	COB Monday 15 th April 2024

Purpose of the role

This role aims to support the work of [CHIPS](#) in the areas of finance, logistics and HR. Working closely with the Director and project teams in Brixton and Ghana, the postholder will ensure the smooth running of CHIPS' crucial peacemaking work. This role is perfect for someone who is at the beginning of their career in, or changing careers to, the charitable sector where skills in these 3 areas will serve you well in the future.

Responsibilities include but are not limited to:

1. Finance

- Conduct day-to-day bookkeeping (including account reconciliation, following CHIPS financial procedures for expenses, payroll).
- Handle in-coming donations and work with Communications team to thank donors.
- Pay bills and expenses.
- Prepare budgets and analysis, in collaboration with the Director and Project Teams.
- Prepare income projection and analysis, in collaboration with the Director and Trustees.
- Administer Gift Aid.

2. Logistics

- Ensure the CHIPS Brixton office has needed equipment and meets health and safety, fire, and hygiene regulations.
- Support CHIPS Brixton team in organising logistics for projects (e.g. booking transport, buying materials).

- Support in logistics for other project locations (such as in Ghana) as needed.

3. HR

- Support Director and Project Staff in the hiring process for new positions (e.g. collaborating on writing JD and PS, advertising, shortlisting candidates, preparing and conducting interviews as appropriate).
- Ensure staff information is kept up to date including trainings, appraisals, DBS checks, payment details.

Person Specification

Criteria	Essential/Desirable
Qualities and Competencies	
Committed to the aims, purposes and principles of CHIPS to build peace in Brixton, Ghana, and other places around the world	Essential
Committed to understanding diversity and ensuring anti-discrimination	Essential
Able to empathise with people	Essential
Able to work in an agile way to support a small team	Essential
Collaborative in building relationships	Essential
Able to manage time effectively while managing multiple activities	Essential
Knowledge, Experience and Skills	
Excellent organisational skills	Essential
Some experience in finance, logistics, or HR	Essential
Experience working in a team	Desirable
Experience with accounting software (particularly Xero)	Desirable
Experience working in a small charity	Desirable
Qualifications	
Qualifications in finance, HR, logistics, or business	Desirable

CHIPS is an equal opportunities employer so we would encourage applications from all demographics of our community. If you meet all the essential criteria, but not all the desirable criteria then still consider applying as you may have additional skills and experience that would be perfect for the role that we haven't identified here.

How to apply: send your CV and cover letter (max. 2 pages each) to Alex Cameron (Director) at jobs@chipspeace.org