



Green Synergy Vacancy for a Project Assistant

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| Reporting to: | Green Synergy Chief Executive |
| Overall Purpose: | To provide support with the administration of Green Synergy's Get into Gardening Project |
| Hours: | 10.5 hours per week |
| Salary: | starting rate of £8.50/hr |
| Location: | Green Synergy main office, 49, Roman Pavement, Lincoln |
| Duration: | Initially Fixed term until December 2018, with potential for extension. |

Application Deadline: Thursday 22rd March

Interviews: Interviews will be held week beginning 26th March

Overview of Role: *Do you have an eye for detail and experience in administration?*

Green Synergy is a Lincoln-based charitable company, that delivers a range of projects involving community gardening and therapeutic horticulture. We have an opportunity for an organised, efficient person to join our small, dedicated team to help deliver our Get into Gardening Project. The Get into Gardening Project is funded by the Big Lottery and the European Social Fund (ESF) through the Building Better Opportunities programme. The project aims to support people who are unemployed and economically inactive into paid work. The project assistant's core role will be to provide administrative support for project

A full DBS Clearance will be required to take up this position.

To receive a full application pack or have an informal chat about this post contact Mary Hollis at Green Synergy on 01522 533077 mary@greensynergy.org.uk