



www.thebellamossfoundation.com

Assistant Project Manager (volunteer position)

Date: June 1, 2013

Location: London, ENG, GB

Assistant Project Manager

Job: Project Development

Primary Location: GB-ENG-London

Organization: Volunteer Sector

Schedule: Part-time

Employee Status: Volunteer

Description

Assistant Project Manager

The Bella Moss Foundation

The Bella Moss Foundation is a UK registered charity; we are currently seeking an assistant Project Manager for our UK charity team. We are a not for profit charity with unpaid staff, this role is voluntary and would suit somebody who wants to make a commitment to a charity. We will provide references in return for your commitment and pay expenses for travel. This job can be done from home via email and telephone and in your spare time.

Your role:

You will need to be a proven leader who is able to manage, inspire and work alone or as part of a team. We are looking for a person with enthusiasm and commitment, who is skilled at managing projects and ideally a person who cares about health and animal welfare. You will be a pragmatic, flexible

person who enjoys getting results. Rising to the challenge and problem solving will be second nature!

Project Management experience is beneficial for this post. You will be a natural leader who enjoys taking ownership of projects, and helping a charity grow working from the grass roots upwards.

Through your prior experience you will have the confidence to help with strategy planning and concepts that lead to our educational output as a charity. Experience working with social media and Google ad word campaigns is an advantage, although training will be given.

Your challenges:

Assisting our team with educational projects, liaising with our board of clinical consultants, and client support teams.

Managing delivery of complex healthcare projects to the medical and veterinary industry.

Managing charity projects, regular status reports and updates to key charity stakeholders.

Assisting with events and marketing such as educational conferences and seminars for the medical and veterinary professions.

Your Experience and Qualifications:

- You have a degree level, or equivalent, in a relevant discipline.
- You have thorough knowledge of all MS Office tools including MS Project.
- You have previous experience in a similar role.
- You have project experience.

Additional Information

Type: Part time working from home, attending events if you are able to travel.

Experience: Assistant managerial experience

Functions: Project Management /fundraising/educational strategy planning.

Industries: Hospital & Veterinary Health Care, animal welfare, general public domain.

Why Work for Us?

Passion, innovation and culture are the main things our volunteers love about working for the Bella Moss Foundation.

The charity is a success story, over 7 years we have influenced the culture of infection control in the UK and now we work on a global level. This is the time to join our team to help promote health charters that prevent the spread of infections in hospital and veterinary environments.

Career opportunities are endless both domestically and internationally.

The Bella Moss Foundation is the only charity that bridges the gap between human and veterinary medicine and is established as a charity promoting best practice and responsible use of antibiotics, we are part of the One Health Initiative.

You will make a difference to people and animals!

Action and Workforce Diversity.

For an application pack please contact us at:

info@thebellamossfoundation.com