

Role: **Project assistant**
Royal Hospital for Sick Children and Department of Clinical
Neurosciences, Edinburgh

Client: Ginkgo Projects Ltd
Status: Freelance
(£10 -12 per hour, one to two days per week)
Location: Edinburgh, (Albion Road, Leith)
Responsible to: Assistant Project Manager
Date: March 2018
Version: 02

1. Introduction

We have an opportunity for a Project assistant to work within our small team delivering a wide range of art and therapeutic design projects for the new Royal Hospital for Sick Children and Department of Clinical Neurosciences in Edinburgh. This role has a focus on the fabrication and installation phase of the projects which are due to be completed by the end of June 2018.

We are seeking a motivated, independent and enthusiastic individual who has a real interest in the project administration of large scale, multi-organisation projects.

The role is for 1- 2 days of flexible working hours with option for increased hours during busy periods.

We are seeking candidates for an immediate or quick start.

2. The Project

Ginkgo Projects is working for Multiplex Construction Europe and NHS Lothian to develop a comprehensive Art and therapeutic design programme within the construction of the major new build of the RHSC and DCN at Little France, Edinburgh. This programme is supported by significant funding (£over 4m) from two major city charities.

The programme of 22 projects is far reaching and is composed of both building, interior design and arts led cultural projects.

3. Role responsibilities

We are seeking a self-starting individual who is confident working in the areas of project administration. The responsibilities and activities of this role will include administrative tasks (such as taking minutes, filing and checking revised documents and drawings, preparing documents and presentations, scheduling meetings, updating the shared on the web-based project and document control system 'Aconex').

The majority of activity is expected to include working with web based programmes Aconex, the project document control system, and Zutec, the operations and maintenance information site.

Other activities may include:

- Booking meetings with NHS
- General information cross referencing
- Assist in preparing documentation for works sign off.

The activities of the Project assistant will not be limited to the above and as the phases of the project progress may include a greater emphasis on site working.

4. Experience and skills required

This role will appeal to those interested in the fields of construction and project management / information management.

We are working within a multidisciplinary team made up of a wide range of healthcare, construction and cultural practitioners. The ability to communicate effectively with a wide variety of stakeholders while understanding the needs of each is key.

You will have your own IT equipment and fast home internet connection, and be able to work with the team in our studio in Leith as required.

Ideally we would like to employ someone who has:

- Excellent organisational and administration skills with the ability to raise questions where required.
- Experience handling large amounts of project information with efficiency and accuracy.
- Working knowledge of MS Office, especially Excel.
- Competent and accurate data entry skills
- An interest in working closely with artist teams and suppliers to ensure that high quality projects are negotiated and delivered within budget.
- The ability to work as part of a team whilst also working remotely.

5. Submission

Please submit a proposal that includes:

1. Current curriculum vitae.
2. A statement setting out your past relevant experience and the skills that you can offer.
3. Details of two referees.
4. Your hourly rate and confirmation that you are willing to work on a freelance basis.

Please email Lucy Harwood if you would like to know more about the role.

Please submit all information by email to Lucy Harwood (lucy@ginkgoprojects.co.uk) by 5pm Friday 6th April 2018.