



Title:	Project Support Manager
Tenure:	Full-time employment
Salary:	Up to £30,000 dependent upon experience
Hours:	35 hours per week
Pension:	4% contribution (matched)
Annual Leave	25 flexible days, plus 8 statutory days.
Location:	Land Rover Visitor Centre, South Road, Halewood, L24 9BJ
Responsible to:	Chief Executive of the NAA, plus instruction from Business Excellence Project Manager
Job Summary:	The position will be 60% supporting the NAA Business Excellence project and 40% on other NAA duties.
Closing Date:	9th August 2013 (11am)
Applications:	CV plus supporting letter to be sent to c.holden@nwautoalliance.com

The NAA Business Excellence Programme

The £2.2 million 'Business Excellence' programme is the only automotive specific project in the region and one of the few remaining funded business support programmes in the country. The aim is to improve business excellence and in turn economic performance, for which the services are either free or heavily subsidised. The support has been designed to be flexible, accommodating the requirements of a wide range of companies, and focuses on improving business practices, sustainability, competitiveness and profitability.

The Job

60% of the role will be providing NAA Business Excellence Project Support. The job involves providing support to the Project Manager; aligned with the experience of the individual. It will involve:

- Maintenance of all the relevant documentation is maintained to NAA & ERDF standards
- Working with member companies to assist in delivery of their technical & mentoring competition
- Marketing support linked to the monthly newsletter, website & other project collateral
- Events management of Business Excellence related activities.

The remaining 40% of the role will be linked to general NAA activities, reporting to the NAA Chief Executive which will include:

- Events management of non-BE related events
- Marketing support, specifically coordination and contribution to the monthly e-newsletter; website maintenance & other marketing collateral.
- Developing the membership CRM system.
- Recruitment of NAA members, maintenance of the membership and assistance in the development of the membership offering.

Skills and experience

Essential

- Minimum 5 GCSEs, including Mathematics and English Language, A level or A level equivalent qualifications are desirable.
- Experience of working in an office environment
- Experience of project administration of public funded/European projects, including experience of managing auditable electronic and paper based records.
- Experience of visiting small & large companies within the automotive industry and interactions with all level of staff.
- Good interpersonal and communication skills (written and oral communication skills)
- Good team worker, enthusiasm, flexibility and adaptability
- Able to work under direction and able to use own initiative
- Fluent knowledge of Microsoft Word, Excel, Powerpoint, email, CRMs/contact databases, internet etc.
- good problem-solving and analytical skills
- willingness and ability to learn new skills, assimilate new knowledge and apply it
- excellent organisational and planning skills

Desirable

- Event co-ordination
- Knowledge of Sage Act
- Formal project management experience