https://thesbr.org.uk/job/heritage-waterwheel-project-assistant-2-2-2-2-2-2/

Research & Administration Assistant

Description

Admin & Research Assistant supports

the organisational backbone of SBR and the wider business network. This role gives students structured experience in administration; research, project support, and the behind-the-scenes work that keeps community and environmental projects running smoothly.

The student will assist with day-to-day administrative tasks, help organise project information, support research into funding, partners, and environmental topics, and contribute to the development of internal documents and reports. The role blends organisation, curiosity, communication, and gentle stewardship of information.

Key Responsibilities

- Support general administrative tasks (filing, organising documents, updating spreadsheets)
- Assist with research into funding opportunities, topics, and partner organisations
- Help prepare short internal reports or summaries
- Contribute to the organisation of project materials for Growforward and SBR
- Maintain accurate digital records and follow data-handling best practice
- Support communication tasks such as drafting simple internal notes or updates
- Work with staff to ensure information is clear, accessible, and well-structured
- Uphold Growforward's values of clarity, care, and gentle professionalism

Project Components

- Administration and organisation
- Research tasks
- Internal communication
- Document preparation
- Contribution to SBR's operational systems

Skills Gained

- Professional administration
- Research and information handling
- Digital organisation and record-keeping
- Communication and report writing
- Teamwork and gentle leadership
- Understanding of how community and environmental organisations operate

Safeguarding & Safety Notes

Working Hours

24–30 hours total (4–5 weeks × 1 day per week- 6 Hour Day)

Duration of employment

Optional extension to 120 hours across the academic year

Experience

No Previous Experience Required

Reporting Line

Reports to: Sustainable Business Resource Administration Lead

Secondary support: Growforward Project Manager

Expected Outputs

- A small research summary or funding scan
- Organised digital folders and spreadsheets
- A short internal report or project note
- Contribution to SBR's operational archive
- Complete project case note file

Date posted

November 4, 2026

- All external communication supervised
- Clear boundaries around data protection and confidentiality
- Emphasis on emotional safety, confidence-building, and supported learning
- No unsupervised contact with external partners