

Project Support Officer (internship)

Job Title: Project Support Officer (internship)

Responsible to: Directors

Responsible for:

Supporting Directors and Project Managers/Officers with project work including political, stakeholder and media monitoring, research, database upkeep, material development, logistics and campaign administration.

Purpose of the role:

The primary purpose of the role is to:

- Research, monitor, analyse and report on local, national and industry-related political, stakeholder and media activity and to produce weekly reports for clients and other interested parties including the Sauce team.
- Support and assist team members in the delivery of projects to external clients, making sure they are delivered on time and to the highest quality.

Personal Attributes:

- Confident to set and maintain standards of work and performance that deliver effective and high quality outputs and that, where appropriate, adhere to both internal or external processes and guidelines.
- Ability to work well independently and to self-manage time and work flow.
- Ability to deliver against this often demanding role and to meet the high expectations set.
- Good team player and asset to an office environment.

Skills and Knowledge:

- Strong organisational and time management skills with adept IT skills.
- Knowledge of the environmental industry, specifically waste, recycling and renewable energy.
- Keen interest in/knowledge of politics and policy in relation to the environmental sector
- Keen interest in/experience of working with the media.
- Strong social and interpersonal skills.
- Excellent written communication skills with particular reference to presentations and report writing.

Networking and Relationship Management:

- Maintain positive working relationships with all team members (internal and external) at all times.
- Assist to develop networks of key contacts across the industry, promoting Sauce.



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