

Project Support Executive

£30,000-£32,000 per annum, permanent position
37 hours per week within a flexi time scheme



Chartered Trading
Standards Institute

As Project Support Executive you will support the Head of Client and Commissioning to ensure the effective delivery of project work undertaken by the Institute, having particular responsibility for work streams and deputise for the Head of Client and Commissioning as appropriate.

Responsibilities and duties for the role include contributing towards the overall output and functionality of CTSI projects including the Business Education Service and Consumer Codes Approval Scheme (CCAS).

The ideal candidate will recognise and understand the challenges of managing multiple contractors and suppliers on a range of projects and initiatives with the confidence to present in front of a variety of audiences. You will liaise with key contacts and stakeholders in a professional manner to deliver projects, take the lead on initiatives and work against plans whilst also reporting on risk and suggesting mitigating action where appropriate.

We are looking for someone with strong communication and organisational skills who has the flexibility to adapt and make decisions using their own initiative. Planning and managing projects in a demanding environment and prioritising work will be a key element of the role

For further details about CTSI visit www.tradingstandards.uk

CTSI recognises the positive value of a diverse and inclusive workforce; we actively encourage applications from people of all backgrounds.

For further details about this position please request a candidate information pack from jacquig@tsi.org.uk. Applications will only be accepted via completion of the CTSI application form available with the information pack.

The closing date for receipt of applications is noon on Friday 6 August 2021. Interviews will be held on 12 August 2021.

***CTSI, 1 Sylvan Court, Sylvan Way, Southfields Business Park,
Basildon SS15 6TH***

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