



Daniel Proctor
Project Administrator



My Job at Inclusion North



I am a Project Administrator for Inclusion North.

The Office Manager is my line manager.

My job includes:



- Making sure the team has project support, like flyers, advertising events, inviting people to events, booking rooms, refreshments, booking some travel, writing up notes from events and some meetings.

- Helping project team to research information, helping at events or meetings.

- Creating accessible information



- Creating surveys and reports following our brand guide.



- Providing the right support to the team to do their job



- Providing the right support to the members, people who we are working with and people attending meetings and events
- Making sure the social media is updated and planning posts or tweets.
- Keeping the website up to date with new work, events and information.
- Making sure we have a newsletter which is sent to people every two weeks.
- Making sure we keep everyone's personal data safe, following the rules and keeping good records.
- Making sure we only keep the information we need.
- Supporting the Office Manager with anything else that helps to make Inclusion North run well.