



What other Business & Project Support Officers weeks look like

This role is very varied, and every week is different. We have put together some real examples of what other colleagues in the same role get involved in. We hope you find this useful.

- **In-Person Event Planning** – Facilitating selection process for course, finding venues, communicating with participants/venue, managing finances, travel planning, monitoring forums & promoting events
- **Marketing & Communications** – Working with social media, editing and improving videos/podcasts, editing/creating blogs & working with wider communities
- **Supporting Project Leads** – Report formatting, facilitating online events/meetings, help with presentations & finding guest speakers for events
- **Business Support** – Answering phone calls to the office, managing emails, processing finances + updating records, attending Business Support meetings and suggesting ideas & designing newsletters and surveys
- **Research** - Designing surveys on Forms for projects, analysing results, sampling to contacting participants, arranging interviews, creating logs, help with ethics
- **Workshop Management** – Facilitate workshops and offer support, keeping supported teams informed/updated, checking for and adding new bookings to organisational spreadsheets, communicating with attendees, answering email queries, organising meetings, sending out extra resources post workshop, evaluating numbers/engagement for workshop
- **In Person Events** – Managing bookings, contacting/working with participants, project leads and the venue, answering email queries
- **Reports/Feedback** – Preparing reports for funders/stakeholders, gathering feedback for events/delivery
- **Project Support** – Supporting tenders/bids for new work, keep track of sensitive data and ensure its stored safely, supporting new project set up.