

Post Title:	Technical and Project Support Assistant		
Salary Range:	To be agreed		
Responsible To:	Safeguarding Officer	Staff Managed:	None
Draft at this Stage:	NO	Date of Issue	17/06/2026

Job Description

Responsibilities

Job Purpose

The Technical and Project Support Assistant is based at Cyrrus' head office in Thirsk, North Yorkshire. The role supports the timely delivery of aviation-related projects in the UK and overseas and is split between technical delivery of safeguarding tasks and general project support across the Cyrrus business.

The post requires a basic understanding, or interest, in digital cartography (maps) Knowledge, or experience, of working with different global map projections is desirable.

Initially, the postholder will undertake training to enable them to support activities such as the creation of 3D maps/models. Once competent the post holder will be expected to undertake these task autonomously.

Successful candidates will be supported, and appropriate training provided to develop their skills. Progression is available within the Company for the right candidate.

Leadership Skills

This role will not manage staff and does not have any staff reporting to it.

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Competency Skills

Following training in Cyrrus' Technical Safeguarding methodology, the postholder will be responsible for the activities outlined below:

Technical Assistance

Using specialist software, CAD and geographic mapping data, once competent, the Technical Assistant will be responsible for the delivery of aviation assessments. These assessments contribute to technical safeguarding (protection of critical airport Air Traffic Control related equipment) services in the UK and overseas.

Technical delivery and modelling

- Develop basic CAD drawings to support project requirements.
- Use 3D GIS models to produce data and graphics for inclusion in reports.
- Develop 3D terrain models for line-of-sight assessments.
- Demonstrate competence in the use of specialist modelling and simulation tools.
- Run simulations of radio navigation systems for technical safeguarding assessments, facility siting and system design.

Administration, data and technical support within the Team

- Maintain project records, templates and version-controlled files.
- Collate, check and format data and outputs for inclusion in technical deliverables.
- Support report production, including drafting basic text, tables and figures in line with house style.
- Coordinate inputs from colleagues and keep agreed actions and deadlines up to date.
- Provide general administrative support to the technical team as required.

Project Assistance

The Project Assistant part of the role supports the Project Manager/Lead with day-to-day project administration, including assisting in the maintenance of schedules and deliverables. The role contributes to the timely delivery of aviation-related projects within the company.

Working with the Project Manager/lead:

- Produce draft project schedules, including work packages.
- Describe work package tasks to internal staff and customers.
- Draft routine project reports for internal management and customers.
- Plan project meetings and prepare agendas.
- Take notes and actions from project and technical meetings.
- Attend customer sites (UK and overseas), as directed, to provide on-site support while work is undertaken by Cyrrus staff, customers or contractors.

Undertake other reasonable duties, where the appropriate skills and experience exist, to support delivery of the work.

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Skills & Knowledge

Communication and ways of working

- Good command of the English language, both written and verbal.
- Take a proactive, action-oriented approach to work.
- Work independently, using initiative without close supervision.
- Multi-task effectively when balancing inputs from consultants and customers.

Planning, analysis and problem-solving

- Prioritise tasks based on importance and timescales.
- Identify problems, develop solutions and define action plans to resolve issues.

Digital skills

- Competent in the use of Microsoft 365, including Word, Excel, Project and PowerPoint.

Qualifications and Experience

- Experience working in a project management environment.
- Proficient with Microsoft Office, particularly Project, Word and Excel.
- Awareness of mapping in a 3D design environment.
- Educated to A level, or equivalent, standard in Maths, Engineering, Geography or Science based subjects.

Occupational Skills

- Ability to work in a self-motivated and proactive way.
- Manage their own workload, deliver multiple tasks, and assist on projects simultaneously.
- Work in an organised way with strong attention to detail.
- Ability to manage competing priorities to meet deadlines.
- Present information clearly and accessibly for a varied audience.
- Apply an analytical approach to problem-solving.
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Other Requirements

- Undertake recurrent and additional professional training, as required.
- Have the unrestricted right to live and work in the UK.
- Support the wider Cyrrus business, as required.

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Business Management Requirements

The role is responsible for:

- Working within the Quality and Environmental Management Systems (QMS/EMS).
- Adhering to company policies, procedures and ways of working.
- Promoting customer focus in day-to-day activities.

Customer Service

Provide a high standard of service to customers and behave in a way that builds confidence in our capability. Treat customers as individuals, with respect for their diversity, culture and values.

Data Protection (GDPR)

Comply with the Cyrrus policies and supporting documentation in relation to GDPR and Confidentiality.

Health and Safety (H&S)

- Be aware of and implement Health and Safety responsibilities as defined in the Company's Health and Safety Policy and Procedures.
- Work with colleagues and others to maintain Health, Safety and Welfare within the working environment.

Equalities

- Within own area of responsibility work in accordance with the aims of the Company's Equality Policy Statement.
- Commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect, human rights and working with others to keep vulnerable people safe from abuse and mistreatment.

Flexibility

Cyrrus provides aviation support services and needs to respond flexibly to changing demands and circumstances. This job description outlines the main duties of the role however, the content may need to change over time to meet business needs. Any changes will be appropriate to the grade of the post and will be subject to consultation.

The role holder will need to:

- Comply with Cyrrus Policies and Procedures.
- On occasions, be willing to work away from the office for periods, in line with project requirements.