**Job Description**

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| **Job Title:** | Project Officer |  |
| **Location:** | Groundwork Offices, Wrexham |  |
| **Responsible to:** | Green Skills & Environment Project Manager |  |
| **Responsible for:** | Volunteers |  |
| **Number of hours per week:** | 37.5 hours |  |
| **Salary:** | £18,350 |  |
| **Purpose of the job** | |  |
| Under the guidance of the Green Skills & Environmental Project Manager support the delivery of the ‘We Care’ project funded by Welsh Government ENRAW and other grant funded community engagement ensuring the required quality, timescales, processes and evidence requirements of funders are adhered to.  This post will be part of the team based in Wrexham and work in different locations across North Wales. | |  |
| **Summary of Main Responsibilities** | |  |
| **Programme Delivery**  Support the delivery of the community focused projects ensuring the required quality, timescales, processes and evidence requirements of funders are adhered to.  Build relationships with existing community groups and encourage co-operation where relevant and where it does not currently exist.  Encourage the development of new clusters and groups of community members to undertake action.  Carry out further consultation, opinion and ideas-gathering with the local communities to encourage them to volunteer and support the long term sustainability of environmental improvements in their local areas.  Build skills and confidence in the local community so that a gradual hand-over of responsibility for actions can take place during the life of the programme.  Work flexibly as part of a team and across teams, including occasional weekend working.  **Business Development**  Generate ideas and assist with putting together necessary documentation and gathering evidence in support of funding bids for projects and programmes as required.  **People Management**  Provide opportunities for local communities, volunteers and beneficiaries to get involved in project delivery activities, supporting the development of skills and confidence of those involved.  Induct, train and supervise others as appropriate, in the delivery of projects and activities.  Work with volunteers to develop personal action plans to ensure personal goals are achieved and any additional support identified is provided, recorded and evidenced.  **Financial Management**  Obtain quotes, handle petty cash and order project materials and services as directed within allocated budgets ensuring correct expenditure.  **Administration**  Prioritise workload and show initiative to ensure deadlines are met and tasks are carried out effectively.  Maintain project administration and keep accurate project records.  **Marketing & Communication**  Attend and contribute to project and team meetings as required.  Represent the Trust professionally, to internal and external contacts as requiring assisting with the promotion of projects and the broader activities of the Trust.  **Performance Monitoring & Reporting**  Ensure all performance measures are accurately recorded, evidenced and submitted to set deadlines.  Be aware of all targets and performance measures relevant to your business area and support the team to achieve them.  Ensure Trust evaluation form/s have been completed at every opportunity possible and submitted to the Business Development team on a regular basis.  **Other Duties**  Ensure compliance with the Trust’s Health & Safety Policy and other established policies and procedures, preparing risk assessment and good health and safety management for activities.  Be responsible for any equipment used including cleaning and maintenance.  Any other reasonable duties as may be requested by your line manager.  The attached list is not an exhaustive list of duties as the role may change from time to time to meet the requirements and objectives of the team. | |  |

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| **Person Specification** |

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|  | **Essential** | **Desirable** |
| **Knowledge & Experience** | * GCSE/NVQ Level 2 or equivalent qualifications and/or some practical experience in a similar role. * Experience of planning and delivering community based and/or environmental projects and activities with a wide range of groups. * Experience of supporting and working with community groups. * Excellent IT Skills. * Understanding of health & safety and its application in work practices. | * IOSH Working Safely * Midas Certificate * First Aid Training * Level 3 Award in Education and Training or equivalent |
| **People** | * Commitment to equality and diversity. * Experience of supervising volunteers**.** * Ability to motivate others.   Ability to explain and train assistants, trainees, volunteers and work placements in work task and duties. |  |
| **Judgement & Initiative** | * Ability to work on own initiative and lead and work as part of a team. * Confident, enthusiastic and self-motivated. * Ability to plan and prioritise workload effectively to meet set deadlines. * Good organisational skills   Confident and enthusiastic. |  |
| **Communication** | * Excellent written and verbal communication skills. * Ability to communicate effectively with the public and volunteers.   Ability to work with individuals at a variety of levels, internally and externally and in a range or organisations. | * Ability to communicate through the medium of Welsh. |
| **Resources** | * Ability to handle petty cash, obtain quotes and order project materials and services as directed. * Ability to keep accurate project records.   Ability to record and ensure accurate records of expenditure. |  |
| **Confidentiality** | * Understanding of the importance of confidentiality.   Ability to maintain confidentiality as required. |  |
| **Other** | * Ability to demonstrate the qualities ‘Genuine, Reputable, Enterprising, Energising & Needs Driven’ in line with Groundwork North Wales’ GREEN values. * Full driving licence. * Appreciation and understanding of Welsh heritage and culture. |  |