

Job Role: Projects Officer

Reports to: Clerk to the Council

Salary scale: NJC points 29-32

Hours: 25 hours per week

Summary:

- The Project Officer is responsible for managing all projects on behalf of the council and will review assets for the council to obtain, presenting business case reports to the council.
- To perform this job successfully the post holder must be able flexible with their working hours as some meetings will take place on evenings and weekends.

1. Essential duties and responsibilities:

- a. Undertake projects set by the council to enhance the area. These include reviewing assets in the community for the feasibility of the council's ownership or management.
- b. Actively seek grants on behalf of the council to further the above aims.
- c. Engage with local schools, community groups and other stake holders to involve them in key local projects.
- d. Identify and embrace opportunities to work with local community groups, statutory bodies and other partners
- e. Publicise successful partnership working to encourage new working relationships to be formed between the council and other community groups
- f. Make use of other digital platforms for engagement such as Facebook, Twitter, LinkedIn, Pinterest etc. to engage with the community and gain feedback on possible projects and promote projects.
- g. Encourage the community to set up new projects and deliver their own services in the community.
- h. Provide support and assistance at community events

Other duties may be required from time to time.

2. Qualifications

A qualification in Project Management is desirable

3. Education/Experience

- a. Previous project management experience is essential.
- b. Ability to work with all sections of the community.
- c. Previous experience of community development and community development skills.
- d. Basic I.T. skills and a working knowledge of Email, Internet, Word Processing and spreadsheets is essential to the role.
- e. Full clean driving licence and own transport is essential to attend off site meetings.

8. Language ability

- a. The ability to read, analyse and interpret information from minutes, procedures and statutory regulations.
- b. The ability to write correspondence and meeting notes.

The Council reserves the right to amend Job Descriptions, however this is usually done in consultation with employees.

Signed.....

Dated.....