

# GROUNDWORK

## CHANGING PLACES

## CHANGING LIVES



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## JOB DESCRIPTION

<b>JOB TITLE:</b>	Project Support Officer
<b>REPORTS TO:</b>	Programme Coordinator
<b>LOCATION:</b>	Newton Aycliffe or Middlesbrough
<b>SALARY:</b>	£18,278 - £21,648 per annum

### JOB SUMMARY

The Land and Communities Team deliver a diverse range of projects that help people work together to make their surroundings greener, safer and healthier. By increasing confidence, health, wellbeing and skills of those most in need, our projects can support people to help lift them out of poverty.

Working as a part of the Land and Communities team in the South of the Region, the post holder will be responsible for a range of administrative, financial and communication based tasks to support the ongoing requirements of our varied programme across County Durham & Tees Valley. The post holder will be required to work collaboratively in support of a range of different projects, ensuring achievement of business deadlines and a high level of accuracy and quality.

## KEY TASKS

### **Key Area: Administrative Support**

- Deal with day to day administrative tasks, i.e. taking calls, sending emails, making appointments if necessary, scanning, photocopying, filing and printing
- Use initiative to maintain and improve robust administration systems and procedures
- Maintain online filing systems in accordance with procedures
- Support project team in the preparation of papers for meetings, events and activities

### **Key Area: Programme Support**

- Devise, develop and implement effective and robust systems to record, monitor and evaluate project data, e.g. MS Forms, feedback forms, spreadsheets, etc.
- Operate and ensure compliance with relevant internal and external systems for project monitoring, claims and evaluation
- Support project team with the analysis of data and preparation of reports and claims for funders
- Support project team with project evaluations and monitoring the social impact of projects
- Support Programme Coordinators with the organisation of large scale projects including creating and maintaining planning tools, booking venues/activities, setting up booking systems and promotion

### **Key Area: Financial Duties**

- Support project team with grant claims including gathering financial information and submission of all appropriate paperwork, accurately and to meet identified deadlines

### **Key Area: Marketing**

- Work closely with Programme Coordinators to develop strategies to increase engagement for specified projects
- Support the design and management of programme communication and promotional materials which are appropriate and fit for purpose, making edits to letters, flyers and posters as required
- Meet regularly with the Project team to encourage success stories, to be shared across our social media channels and appropriate press
- Write and deliver appropriate content for press release, websites and social media to showcase project successes and raise our profile, keeping records for our funders
- Ensure compliance with funder protocols and processes
- Create and manage project websites adding content and ensuring they remain fit for purpose

### **Additional responsibilities**

- Comply with all organisational policy, procedures and systems.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisation's safeguarding policies
- Ability to work outside normal office hours.
- Any other duties commensurate with the level of the post