

PROJECT OFFICER JOB DESCRIPTION

TITLE: Project Officer

RESPONSIBLE TO: Team Manager

RESPONSIBLE FOR: Volunteers, student placements

JOB SUMMARY: Working with families, communities, volunteers and other agencies to develop and deliver a range of local sustainable, learning and behavioural change projects and initiatives that improve the quality of life for local people.

MAIN DUTIES AND RESPONSIBILITIES:

1. Initiate, develop and deliver environmental community and education projects alongside identified partner organisations and local groups. This may include growing/gardening projects, family learning and employment training schemes as well as the delivery of our water literacy and carbon literacy courses.
2. Effectively manage a varied workload, ensuring all projects are well planned, remain within budget, outputs are achieved and milestones met, through efficient project management, monitoring and evaluation.
3. Manage volunteers taking part in Groundwork projects, including groups of vulnerable adults, community groups and corporate volunteers. This will include both office-based and practical activities such as food growing and horticulture tasks.
4. Raise the profile of projects internally and externally with partners, funders and communities through effective publicity, working closely with the Marketing Team.

OTHER RESPONSIBILITIES:

1. To play an active role within the Trust to develop Groundwork's project programme and influence the Trust's work overall.
2. Promote Groundwork activities, providing an efficient and courteous service.
3. Ensure compliance with Trust policies, and with insurance and statutory requirements, particularly health and safety, the Children's Act and equal opportunities.
4. To undertake other administrative duties as required by the post.
5. To undertake any task that may be requested from time to time by the Executive or Operations & Development Directors or Operations Managers as may be consistent with the nature and scope of the post.

PERSONAL DEVELOPMENT AND TRAINING:

1. To attend regular team meetings and supervision with line manager.
2. To undertake training and development as agreed with line manager.

3. To be a positive force within the staff team taking personal responsibility for ensuring good morale and positive work relations.

Please note: Appointment to this post is subject to an enhanced check endorsed by the Criminal Records Bureau (under Section 7(1) of the Protection of Children Act 1999).

PROJECT OFFICER – PERSON SPECIFICATION (Application Form – AF / Interview – I)

QUALIFICATIONS

ESSENTIAL

- Ability to travel across the region

DESIRABLE

- A community / environmental qualification
- Horticulture / landscaping qualification
- PTTLS or similar teaching qualification
- First aid training

EVIDENCE

AF

EXPERIENCE

ESSENTIAL

- Delivery of community / environmental projects including practical work
- Supervising and managing volunteers
- Health and safety assessment for practical tasks
- Community consultation / engagement / participation / outreach delivery

DESIRABLE

- Developing new projects
- Practical gardening/horticulture and landscaping
- Use of hand and power tools
- Project management, budgets and finance
- Marketing and publicity
- Working with: children, youth, minority ethnic communities, vulnerable adults including those with specific physical and mental health needs.

EVIDENCE

AF and I

SKILLS

ESSENTIAL

- Ability to manage time effectively, work under pressure and meet deadlines
- Excellent communication and social skills and ability to speak and relate to people of varied backgrounds including tailoring messages to different audiences
- Good knowledge of IT including Word and Excel, as well as email/internet use
- Ability to work on own initiative and as part of a team
- Tact and diplomacy
- Flexibility – to adapt to changing circumstances

DESIRABLE

- Supervising and managing volunteers
- Interest or experience of community food growing

EVIDENCE

AF and I

KNOWLEDGE

ESSENTIAL

- Understanding and interest in current community and environmental issues
- Equal opportunities

DESIRABLE

- Local authority procedures
- Understanding of national, regional and local government funding
- Awareness of communities in Suffolk