

## SENIOR PROJECT OFFICER

### JOB DESCRIPTION



**TITLE:** Senior Project Officer

**RESPONSIBLE TO:** Team Manager

**RESPONSIBLE FOR:** Project officers, sessional workers and volunteers.

**JOB SUMMARY:** To assist the Team Manager to develop, support, deliver and manage a programme of sustainable projects and initiatives across Cambridgeshire. The role combines the delivery of individual projects and coordinating the delivery of others. Example Priority Service Areas of work for the Cambridgeshire communities team include; employability, life skills and careers, learning, mental health and wellbeing, green/blue space improvements.

#### MAIN DUTIES AND RESPONSIBILITIES:

1. Initiate, develop, manage and deliver community projects, including larger programmes, throughout Cambridgeshire alongside identified partner organisations and local groups.
2. Lead on the delivery and project management of employability, life skills and careers and green/blue space improvement projects. Liaise with officers across other areas delivering similar work to maintain quality assurance.
3. Provide monthly personal supervision to Project Officers. Conduct quarterly reviews and annual appraisals in line with the Trust's Performance Management Policy. Set objectives that align with the targets in the Communities team Operational Action Plan.
4. Handle a diverse workload and ensure that all projects are delivered to a high standard, on time and within budget, through efficient project management, monitoring and evaluation.
5. Co-ordinate the planning and delivery of specific contracts using a variety of settings and activities. Ensure delivery meets the needs of beneficiaries and the local area, complementing and supporting current and emerging provisions.
6. Manage volunteers taking part in Groundwork projects, including groups of vulnerable adults, community groups, families and corporate volunteers. This will include both office-based and practical activities such as food growing, horticulture and conservation tasks.
7. Collaborate with the Team Manager to develop new community projects and identify and pursue new funding opportunities.
8. Assist project officers with daily concerns, answering questions and problem-solving as needed.

9. To work with the Team Manager to ensure all Trust and contract administrative and financial tasks are completed on time and compliant with our Quality standards and project process and procedures.
10. Monitor project enquiries to Groundwork, ensuring a high-quality and consistent service in collaboration with other Trust teams.
11. Establish effective partnerships with agencies such as schools, voluntary organisations, police, health authorities, businesses, local authorities, and local communities for project development and implementation.
12. Work proactively to “cross-sell” other Trust products and services, liaising with other Trust teams as relevant.

#### **OTHER DUTIES:**

1. Support the Team Manager in developing the skills, knowledge and experience of the Groundwork staff through a variety of methods, to ensure the team are fully supported and working cohesively.
2. Play an active role in Groundwork and actively promote a positive image of the Trust representing the Trust as required at meetings.
3. Review and develop profiles and publications for the Trust and work closely with colleagues to publicise the work of the team.
4. Perform administrative duties including record-keeping and general procedures as required by the role.
5. Ensure compliance with the Trust’s policies and with insurance and statutory requirements, particularly health and safety, the Children’s Act and equal opportunities.
6. Undertake tasks as requested by the Chief Executive, Operations & Development Director, or Operations Managers, consistent with the nature and scope of the role.

#### **PERSONAL DEVELOPMENT AND TRAINING:**

1. Attend regular team meetings and supervision with the line manager.
2. Participate in training and development activities as agreed with the line manager.
3. Contribute positively to the staff team, taking personal responsibility for maintaining good morale and work relations.

## SENIOR PROJECT OFFICER PERSON SPECIFICATION

Application Form – AF / Interview - I

QUALIFICATIONS	EVIDENCE
<b>ESSENTIAL</b>	
<ul style="list-style-type: none"> <li>A valid driving licence</li> </ul>	AF
<b>DESIRABLE</b>	
<ul style="list-style-type: none"> <li>A teaching qualification (PGCE, BEd, DTLLS, L3 Lifelong learning PTLLS or similar)</li> </ul>	AF
<ul style="list-style-type: none"> <li>Horticulture / landscaping qualification</li> </ul>	AF
<ul style="list-style-type: none"> <li>A community / environmental qualification</li> </ul>	AF
<ul style="list-style-type: none"> <li>Experience working within schools or other relevant settings - particularly within the environmental education sector</li> </ul>	AF
<ul style="list-style-type: none"> <li>First aid training</li> </ul>	AF

[illegible]

SKILLS	EVIDENCE
<b>ESSENTIAL</b> <ul style="list-style-type: none"> <li>• Ability to manage time effectively, work under pressure and meet deadlines</li> <li>• Excellent communication and social skills and ability to speak and relate to people of varied backgrounds including tailoring messages to different audiences</li> <li>• Good knowledge of IT including Word and Excel, as well as email/internet use</li> <li>• To work on own initiative and as part of a team</li> <li>• Tact and diplomacy</li> <li>• Flexibility – to adapt to changing circumstances</li> <li>• Effective problem-solving skills</li> <li>• To work on own initiative and as part of a team</li> <li>• Ability to manage staff and volunteers.</li> <li>• Effective administration and organisational skills along with attention to detail</li> <li>• Produce written reports to clients/funders</li> </ul>	AF & I AF & I AF & I AF & I AF & I AF & I AF & I AF & I AF AF & I
<b>DESIRABLE</b> <ul style="list-style-type: none"> <li>• Interest or experience of community food growing</li> <li>• Ability to train others</li> </ul>	AF & I AF & I

KNOWLEDGE	EVIDENCE
<b>ESSENTIAL</b> <ul style="list-style-type: none"> <li>• Interest in current community and environmental issues</li> <li>• Knowledge of landscaping techniques</li> <li>• Equal opportunities</li> </ul>	AF & I AF & I AF & I
<b>DESIRABLE</b> <ul style="list-style-type: none"> <li>• Local authority procedures</li> <li>• Understanding of national, regional and local government funding</li> <li>• Awareness of communities in Hertfordshire/Bedfordshire/Cambridgeshire/Essex/Suffolk/Norfolk</li> </ul>	AF & I AF & I AF & I