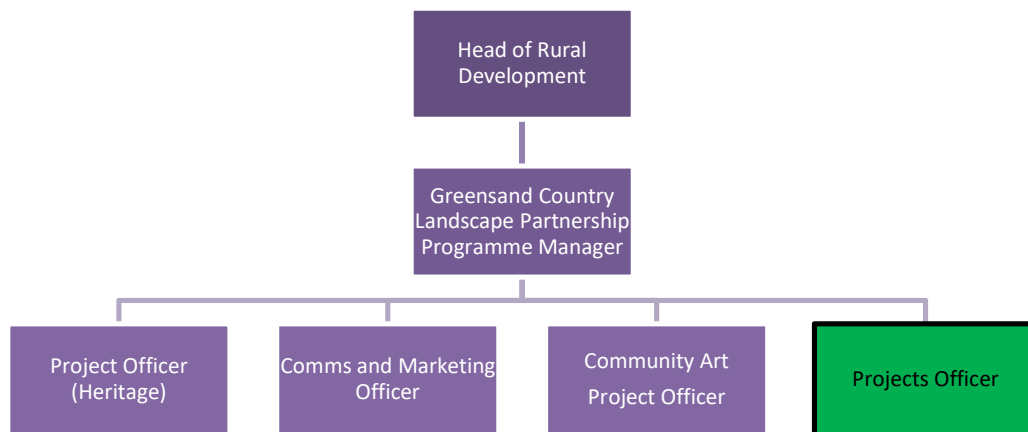


## Projects Officer

### Job Description

#### Job Purpose

To support the Greensand Country Landscape Partnership Programme as Projects Officer.



### Job Responsibilities

#### Project Management

- Support Programme Manager
- Deliver an interpretation project
- Organize meetings with new Project Deliverers to find out about the project, checking budget, match funding and in kind, outputs and outcomes
- Undertake quarterly monitoring visits and others where required
- Monitor
  - Risk
  - tasks still to be achieved
  - timelines
- Collate monitoring and evaluation material including outputs and outcomes and evidence of delivery
- Report to the Programme Manager
- Ensure projects meet their potential

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- Attend end of project meetings to sign off project and collect evaluation material.
- Interview Project Managers and other stakeholders collecting video and audio footage.

### **Communications**

- Develop and maintain close working relationships with funders, partners, land managers, statutory bodies, voluntary agencies and community representatives involved in the development and delivery of the GSC, so they are informed of progress and achievements
- Organize quarterly Celebration events
- Support the organizing and running of events, including organising programmes, booking venues and marketing.

### **Administration**

- Ensure Project Manager quarterly reports are submitted on time
- Help to facilitate third party grant schemes
- Input data into programme databases as required
- Support quarterly reporting process
- Assist in communications with all partners involved in the delivery of the Greensand Country Landscape Partnership scheme, as well as dealing with enquiries from members of the public
- Undertake administrative duties as needed to support the Programme Manager
- Organise and support Greensand Country LP related meetings involving organising programmes, booking venues, sending out papers, producing reports, briefings and promotional material for the Board and taking and producing agendas and minutes
- Assist with fund-raising and grant applications if necessary
- Support with collating material for delivery of evaluation website

### **General**

- Report monthly (or as required) to line-manager
- Attend meeting, training and other events as necessary
- Actively pursue self-development, identifying training and Continuing Professional Development needs and potential solutions
- Keep up to date on issues through reading and research
- Adhere to BRCC's policies and procedures at all times
- Undertake other duties as may reasonably be requested



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## Person Specification

	<b>Essential attributes</b>	<b>Desirable attributes</b>
<b>Educational Qualifications</b>	Key Skill Level 4: Bachelor's degree; HNC; HND NVQ level 4	
<b>Skills &amp; knowledge</b>	<p>Knowledge of project management methodology</p> <p>Great organisational skills.</p> <p>A high level of accuracy and attention to detail, proof-reading and collating information.</p> <p>Proficient user of technology and its application, including Microsoft Office suite of software.</p> <p>Excellent interpersonal skills and the ability to contribute within team and public environments.</p> <p>Ability to organise and prioritise work in order to meet deadlines, including coping with unpredictable volumes of work and busy periods without the need for close supervision.</p> <p>Self-motivation, ability to learn and show initiative.</p>	
<b>Experience</b>	<p>Experience of project management.</p> <p>Experience of managing volunteers.</p>	Experience of working within countryside management or heritage or a community

	<p>Experience of partnership working.</p> <p>Experience of working with stakeholders.</p> <p>Experience of working with community groups. Excellent written and verbal skills, with an ability to enthuse and engage people.</p> <p>Great organizational skills.</p> <p>Ability to manage others from a variety of backgrounds.</p>	<p>engagement setting or similar.</p> <p>Experience of project monitoring administration systems</p> <p>Experience of organising events.</p>
<b>Personal qualities</b>	<p>Ability to work effectively as part of a small team and to assist in different areas as required.</p> <p>Ability to inspire people</p> <p>Ability to gain trust and respect of team members.</p>	
<b>Other</b>	<p>Ability to travel independently; driving licence desirable.</p> <p>Prepared to work flexible hours if required, including occasional weekends / evening</p>	