

## JOB DESCRIPTION

# Delivery Project Officer

<b>Salary:</b>	£25,000 (pro-rata) plus employer's pension & travel expenses
<b>Base:</b>	PLANED offices (currently Narberth)
<b>Hours:</b>	22.5 hours per week
<b>Term:</b>	Fixed Term (July 2022)

### Purpose of Post:

To help and guide new and existing projects supported through the Arwain Sir Benfro (ASB) LEADER scheme. The LEADER programme is part of the Welsh Government Rural Communities – Rural Development Programme (RDP) 2014 – 2020, which is financed by the Welsh Government and European Agricultural Fund for Rural Development (EAFRD). To be a support the project management of potential new and existing projects funded and approved to ensure they are within agreed timeframe and budget, seeking out opportunities to add value and collaborate with other related activity. Reporting progress to the Local Action Group and PLANED board.

### Accountability:

Reporting to ASB LEADER Coordinator, PLANED board, Local Action Group (LAG).

### Key Relationships:

Internally: Management Team, LEADER Team, PLANED Board, the local action group.

Externally: Community associations and community groups, community and town councils, local voluntary and business groups and networks.

### Responsibilities and duties:

- Provide dynamic support to communities, business and public sector organisations to develop projects in line with the LEADER local development strategy objectives
- Help groups to identify sources of match funding
- Support project delivery - support existing projects to keep on track with their activity and agreed budget
- Identify linkages and add value across the various projects supported
- Ensure that best practice is shared across the area through developing case studies, learning exchange events, study visits
- Write progress reports highlighting key project achievements in line with overall programme performance indicators
- Share project communication with the team to feed in to programme communication plan
- Maintain a professional and positive relationship with other members of staff and board/committee members
- To undertake all reasonable additional activities as agreed with your line manager

### Skills and experience to Include:

- A professional, proactive approach with excellent communication and organisational skills
- Project management skills and experience
- Experience of developing and delivering community or enterprise projects
- Commitment to the values and ethos of PLANED
- Knowledge of challenges and opportunities within Pembrokeshire
- A strong communicator with group facilitation skills
- Self-disciplined, with a positive, flexible attitude and approach to working on own initiative and able to work as part of a team
- High level of computer literacy
- Ability to work well under pressure and prioritise tasks proactively
- Excellent administration skills
- Ability to speak Welsh would be an advantage
- Full car driving licence and the use of a suitable vehicle for work.

**Note:** This job description is provided to give a broad outline of the activities of the post. PLANED may require other duties to be undertaken which are not necessarily specified in the job description, but which are commensurate with the scale of the post. The job description may be amended from time to time within the scope and level of responsibility relevant to the post.

**PERSON SPECIFICATION**

**Project Officer**

Job Working Environment:		
<ol style="list-style-type: none"> <li>The post holder will be normally office based but is expected to often spend time working in the community.</li> <li>The post holder may be required to work evenings and possible weekends.</li> <li>The post holder will need to hold a valid driving licence and be prepared to use a car for work.</li> </ol>		
	Essential	Desirable
<b>Experience</b>		
1. Experience in project development and delivery and/or the support of funded projects	✓	
2. Relevant experience of working in a collaborative manner with a different range of stakeholders	✓	
3. Experience of building and maintaining relationships within community groups and networks	✓	
<b>Knowledge</b>		
4. Knowledge of Pembrokeshire and issues facing rural communities	✓	
5. Knowledge of grass roots community development methodologies		✓
<b>Skills</b>		
6. Willingness to positively engage and take accountability within the role	✓	
7. Project management skills and experience	✓	
8. Skills in developing and delivering community or enterprise projects	✓	
9. Excellent communication and organisational skills	✓	
10. Community and/or group facilitation	✓	
11. Self-disciplined, with a flexible attitude and approach to working on own initiative and able to work as part of a team	✓	
12. Ability to work well under pressure and prioritise tasks proactively	✓	
13. High level of computer literacy	✓	
14. Excellent administration skills	✓	
15. Ability to speak Welsh		✓
16. Commitment to the values and ethos of PLANED	✓	