



*Working for our Community*

## TEMPORARY PROJECTS OFFICER

### **JOB DESCRIPTION**

The Projects Officer is responsible for researching, developing, planning and delivering projects identified by the Parish Council.

This is a temporary role with flexible hours. It is envisaged that the role will be 20 hours a month for a six month period however this will be discussed and agreed with the post-holder at the time of appointment.

The post-holder will be expected to work mainly from home with on-site work at Gobowen Pavilion as required, including evening meetings. Parish Council meetings are held on the 2<sup>nd</sup> Wednesday of the month.

The post-holder will report to the Council's Proper Officer and will work closely with the Council and its Committees.

### **KEY RESPONSIBILITIES**

#### Project Management

- To research projects identified by the Council including feasibility, funding, future management and resourcing. The research will take account of any existing Council research or documentation and knowledge and experience of Councillors and the Proper Officer.
- To present the project to the Council for approval. Once approved, to ensure the project plan is adhered to and the project delivered.
- To handover completed projects to the Proper Officer for ongoing management.

#### Community Development & Engagement

- To facilitate community development initiatives and consultations when advised to do so by the Council
- To be up to date on community engagement methods to ensure that the appropriate type of community engagement is carried out when deemed necessary

### **PERSON SPECIFICATION**

	Essential	Desirable
Qualifications - Driving Licence	E	
Experience - An understanding of local authority administration and/or experience of working in the public sector - An understanding of the powers and duties of a Parish Council - Experience of managing projects and delivering results on time and within budget	E  E  E	

<ul style="list-style-type: none"> <li>- Experience of successfully obtaining external funding</li> <li>- Understanding of the Health and Safety / risk obligations of the Council</li> </ul>	E	D
<p>Skills / knowledge and aptitude</p> <ul style="list-style-type: none"> <li>- Excellent written communication skills</li> <li>- Excellent negotiation and reasoning skills, ability to listen and present the Council's viewpoint when necessary.</li> <li>- An ability to analyse situations and data and present a workable solution.</li> <li>- Ability to work alone and prioritise work.</li> <li>- Able to use Microsoft Office applications</li> </ul>	E E E E E	
<p>Motivation</p> <ul style="list-style-type: none"> <li>- Able to maintain good relationships with Councillors, colleagues, contractors and public.</li> <li>- Self-reliant and self-motivated</li> </ul>	E E	

### ***CONDITIONS OF EMPLOYMENT***

The conditions of employment and remuneration are based upon the National Association of Local Council's salary recommendations. The salary range is LC2 SCP 18 to 28 (£30,559 to £37,938) pro rata depending upon qualifications and experience.