



Job Description and Person Specification

Community Projects Officer

Job Title: Community Projects Officer

Salary: £25,000 FTE

Hours per week: 21-28 hours (3-4 days/60-80% FTE)

Location: Hybrid (Primarily home working with some travel throughout Hampshire)

Contract type: Initially 1 year with aim to extend

Start date: As soon as possible

Line Manager: Community Projects Specialist

Staff Managed: None

Notice Period: 1 month

Probation Period: 3 months

Closing date: Tuesday 14 May, 9:00

Interview date: Tuesday 21 May

Job Purpose:

To support the design, delivery, evaluation and resourcing of projects across the organisation's three overarching themes, by providing high-quality project delivery as a member of several project delivery teams.

This is a multi-faceted role, with opportunity to grow and develop. You'll work across the organisation, involved in many different projects and collaborating with colleagues across the team.

Key responsibilities:

- Work collaboratively as part of several project delivery teams to enable the successful design and delivery of projects
- Lead on specialist knowledge areas, advising/training VCSE organisations on the subject and developing relevant guidance and resources (See appendix)
- Develop opportunities for volunteers and ambassadors to support projects
- Develop and deliver outreach and engagement activity
- Induct and training new staff and volunteers about your areas of responsibility

- Manage relationships with a wide range of stakeholders across the public, private and voluntary sectors to support the development of the programme and delivery of programme objectives
- Represent and advocate for the charity and the voluntary and community sector, at partnership or public meetings and events
- Provide 1:1 advice to VCSE organisations and communities, using a coaching style to support service-users to identify/diagnose challenges, devise solutions, and develop actionable plans
- Plan and facilitate group workshops and peer support networks online and in person
- Support high-quality research that can inform service development and influence policy-makers, including the annual State of the Sector report
- Monitor and evaluate projects and activities against programme outcomes and VCSE/community needs
- Develop and secure funding for new and ongoing projects, including contributing to fundraising bids, liaising with corporate partners and providing services to customers
- Identify and develop partnership opportunities and manage relationships with funders and other key stakeholders
- Prepare project budgets and plans and manage the allocation of resource to ensure the efficient and effective delivery of the work programme.
- To work collaboratively with colleagues across the organisation
- To follow relevant systems and processes, and use appropriate tools (including Salesforce and ClickUp project management software) to ensure quality control across Action Hampshire's project delivery
- To support the implementation of our efforts to improve the reach and effectiveness of Action Hampshire's projects by setting and working to (reasonable) targets & benchmarks, and aligning activities in order to meet/ targets
- To positively promote our work in a professional manner, consistent with our core values, whilst seeking to inspire confidence in the quality of Action Hampshire products during every interaction with staff, members, stakeholders, supply chain partners and funders.

This job description is indicative of the range of current duties and responsibilities for the post, it is not comprehensive. It is inevitable that the duties will change to reflect organisational change and it is essential therefore that it is regarded with a degree of flexibility, so that changing needs and circumstances can be met. All changes will be discussed with the post holder.

Person Specification:

Skills

- Excellent team work skills
- Able to address problems calmly, appropriately and collaboratively
- Ability to give and receive constructive feedback

- Patience, flexibility and determination
- Ability to lead successful projects, from start to finish, including planning, budgeting, delivering, monitoring and evaluating
- Ability to build collaborative relationships and partnerships with a wide range of appropriate stakeholders
- Excellent written and verbal communication skills
- Strong interpersonal skills; honesty and integrity
- Specialist knowledge related in one or more of the following areas: supporting VCSE organisations, community-led and place-based action and/or championing diversity & addressing inequity and disadvantage

Experience

- Demonstrable experience of community engagement/outreach, training and facilitation, and/or external representation
- Experience monitoring and evaluating projects and activities against outcomes and VCSE/community needs
- Demonstrable experience securing funding for projects, including contributing to fundraising bids, identifying partnership opportunities and managing relationships with funders
- Experience recruiting, training and managing volunteers