



Job description

Job title: Project Officer

Reports to: Project Manager – Campaigns

Department: Marketing and Communications

Hours: 21 Hours a week (we are flexible with how this may work for you)

Contract: Fixed Term for 12 months

Salary: £18,000p.a. pro-rata (£30,000p.a. FTE)

Location: Office/hybrid based, within the borough of Kirklees

1. Purpose of the job

Keep Britain Tidy is the nation's favourite environmental charity, campaigning on a range of environmental issues, effecting change at both a local and national levels.

We are seeking an enthusiastic project officer with experience of community engagement and grassroots change. You will be a natural networker, adept at connecting people and creating opportunities, and have heaps of initiative and a passion for empowering others.

This role will support delivery of a new community-based campaign and sits within the wider marketing and communications team, reporting in to the project manager. The successful candidate will be primarily community-facing, based in council/government offices in Kirklees.

This dynamic new role will focus on the following key areas:

- Day-to-day operational delivery of a new innovative behaviour change and community engagement campaign at a grassroots level
- Building strong relationships within the local community, with a range of organisations, agencies and businesses to engage them in the campaign
- Supporting in the planning and delivery of major events including sourcing locations and venues, liaising with photographers and journalists, managing guest lists and catering etc.
- Acting as the face for Keep Britain Tidy within the local community
- Working closely with the project manager and campaign manager to roll out and evaluate activities
- Working with the wider Keep Britain Tidy team to harness expertise and insight to drive decisions
- Supporting the campaign manager to engage with external audiences and stakeholders
- Provide general administration support to the marketing and communications team including helping with diary management and payment of suppliers

This role will be based in the borough of Kirklees (office TBC) and will require significant face-time in the local community building relationships, and will be occasionally required to travel to our Wigan or London offices.

2. Budget responsibility and decision making

None.

3. Principal accountabilities

- Working with the project manager, with responsibility for the day-to-day delivery of the project including;
 - Building relationships within the community
 - Seeking opportunities to amplify our work locally
 - Engaging the community to feed in to the project
 - Supporting the project manager to maintain project management documentation, such as operational plans, schedules and risk logs
 - Liasing with various partners and contractors to ensure successful delivery of the project
- Carry out project evaluations as requested
- Collaborate with the Keep Britain Tidy campaign manager and project manager to support on local delivery of the communications plan.
- Working with internal teams to harness expertise and insights to drive the project forward
- Work with external stakeholders, identifying opportunities to amplify the project
- To undertake other tasks from time to time as requested by the project manager
- To be responsible for the Health and Safety of themselves and to co-operate under the Health and Safety at Work Act 1974 to ensure safe working practices are maintained.

4. Supervision of employees – complexity of ‘leadership’, number of direct reports, reporting level

- Reports to project manager.

5. Contact with others – level of customer contact internal/external

- To manage relationships with stakeholders including community groups, businesses, schools, local authorities, suppliers and corporate partner
- To consult with other teams, working in partnership where appropriate, to ensure all key stakeholders can contribute.

6. Major challenge of the job

- To engage the local community and garner their support for the campaign.

Person Specification

Experience, Knowledge and Skills	Essential	Desirable	Method of Assessment
Experience of grass roots community engagement.	✓		Application and interview
Excellent relationship management and interpersonal skills with the ability to work with a variety of stakeholders	✓		Application and interview
Experience of event management/ organisation	✓		Application and interview
Knowledge of community structures/ governance (i.e councils, local politicians etc)		✓	Application and interview
Experience of reporting data/ evaluations.		✓	Application and interview
Solution focussed approach	✓		Application and interview
Excellent written and verbal communication skills, confidence and experience in writing communications, providing data, and reports	✓		Application and interview
Excellent organisational skills	✓		Application and interview
A commitment to ED&I and an ability to plan for inclusion	✓		Application and interview
A high level of computer literacy in dealing with standard Microsoft packages including Outlook, Word, Excel and PowerPoint	✓		Application and interview
Other requirements			
A genuine commitment to the principles and goals of Keep Britain Tidy		✓	Application
Full UK driving licence, own vehicle with driving on company business insurance		✓	Application
Will be required to travel to external meetings as required and show willingness to undertake occasional national travel, with occasional overnight stays and occasional weekend work.	✓		Application