
Project Officer – Job Description



About the role

As Project Officer you will play a central role in the delivery of INTRAC's consultancy assignments and grant funded projects. This will involve coordinating short and long term projects, involving staff and consultants through our global network and clients around the world, ensuring effective and quality delivery. We carry out a wide variety of assignments, ranging from project evaluations to bespoke in-house training and learning partner roles for complex, multi-country civil society strengthening programmes.

You will work on a range of activities, such as organising and supporting online learning sessions, meetings or focus groups, coordinating feedback, communicating with team members and clients, administrative tasks, to support the smooth running and success of our work.

You will have an eye for detail, experience providing administrative and coordination support to complex projects and will be comfortable carrying out a number of tasks with competing deadlines at the same time.

We are looking for a versatile and dynamic individual, wanting to use their skills to support civil society around the world and with an interest in current debates concerning decolonisation and movements to shift power.

About us

INTRAC exists to promote positive social change. We do this by strengthening the wider ecosystems of civil society support and also by supporting civil society organisations themselves. So that these organisations are better able to develop, engage with others, and do what they want to do, better. We are a group of ethical and values-driven practitioners with expertise in civil society strengthening. Through our staff and global network we provide consultancy services, training and practical resources to support civil society actors in different ways. We are particularly focused on organisational change and strengthening and providing support to strategy development, evidencing impact, and capturing, and responding to, learning. We work with organisations, movements and networks, and to strengthen the enabling environment for civil society. Our ambitious new strategy focuses on strengthening civil society ecosystems, rooted in local culture, methods, practices and knowledge bases, and connected to global learning and debate to enable further sense-making and collective action to change how civil society is supported.

Location

This is a remote working position with occasional meeting with staff at team meetings and INTRAC together days. International travel is not anticipated, but may be required depending on the project.

Reporting to

Principal Consultant

Salary

£23,300-25,000 FTE

Hours / days per week

Permanent part time (22.5 - 30 hours per week) depending on the candidate and preferences

Key responsibilities

Consultancy and project support (90%)

- Support the delivery of a portfolio of short and long term consultancies and grant-funded projects, carried out by staff and network consultants.
- Organise and support a range of project, consultancy and training activities, such as online learning events, focus group discussions, interviews, meetings and webinars, ensuring quality and rigour, liaising with staff, network members, partners, clients
- Support development of learning resources and project communications
- Contribute to operational and administrative aspects of consultancy, training and projects, such as work plans, project reports and budgeting, updating project records on Salesforce, timely communications and invoicing, booking venues and travel, to support team lead, project team, job manager as needed
- Contribute to project bids as required by the bid manager, liaising with potential team members and partners.

INTRAC business and learning (10%)

- Contribute to INTRAC's strategic development and ambition to strengthen the practice of shifting power.
 - Contribute to internal working groups and other internal assignments.
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Person specification

Experience

- Experience of project administration and coordination (E)
- Experience in organising online activities, such as webinars, and use of virtual platforms and tools (E)
- Experience working with people from different disciplines, cultures, locations (E)
- Interest in international development, civil society and EDI (D)
- Experience in using customer relationship software, ideally Salesforce (D).

Skills and attitudes

- Excellent organisational skills and the ability to work to deadlines in complex work processes involving multiple parallel demands (E)
- Ability to write and communicate clearly and concisely in English (E)
- Ability to communicate effectively (using remote methods) with a diverse group of people from different organisations and countries (E)
- Ability to use a range of IT software, such as MS Office, Mural (E)

- Commitment to INTRAC's core values and purpose (E)
- Interest in and commitment to the shift the power movement which is reimagining new roles in international development and EDI (E)
- Fluency in French, Spanish, Portuguese or Arabic (D)

How to apply

Application deadline: 23:59 (UK time) Monday 20th May

Interview date: Likely w/c 27th May

Eligibility

Our long-term aspiration is to have staff members located across the globe, however, currently we can only directly employ people based in the UK, with a right to work in the UK. However, we are happy to explore secondment or hosting arrangements with likeminded organisations, in the UK or internationally.

We are actively encouraging racialised minorities, people with disabilities, people with caring responsibilities, people from low socioeconomic backgrounds, to apply. This is because these groups are under-represented within our teams, and we recognise and value the contributions members of these groups make to strong, creative and high performing teams.

To apply, please download the application documents available on our website: www.intrac.org. Please submit a full application form, the equal opportunities form, your CV, and a cover letter of no more than 500 words, explaining why you believe that you are the best candidate for this role.

Please send your completed application to info@intrac.org.

Please note: only complete applications that arrive on time will be considered. Due to limited resources, INTRAC will only be able to contact candidates that have been selected for interview.