

Job Description and Person Specification

Job Role	Project Officer (Transforming Spaces Design)
Reports To	Volunteer Programmes Manager
Direct Reports	None
Location	Hybrid between home and the charity's head office in Victoria, London. This role requires you to travel across London to conduct site visits.
Work Pattern	Part time (14 hours per week).
Term	Fixed term contract for 12 months, with potential for extension
Salary	£26,000 - £30,000 (depending on experience) pa (pro rata)
Eligibility	All applicants must have the legal right to work in the UK

ABOUT US

We believe that every child should have a healthy, happy, and safe childhood so that all children are prepared for life. However, 700,000 children living in poverty in London facing multiple and complex challenges which limits their potential and development, leading to poor health and life chances in adulthood.

The Childhood Trust works to change the landscape for children living in poverty: breaking the cycle of poverty. Since 2013 The Childhood Trust has raised £50m million through our matched fundraising campaigns that have enabled us to fund the delivery of projects across all London boroughs, engaging an estimated 300,000 children and young people annually. Our advocacy and research reach audiences in the millions to raise awareness of the impact of poverty on children and our volunteering programme transforms children's lives through direct delivery.

We are seeking a Project Officer (Transforming Spaces Design) to help us realise our ambitious vision to scale our work so that ultimately, every child in London is well prepared for life.

ROLE DESCRIPTION

Job Summary:

As the Project Officer for the Transforming Spaces programme, you will work closely with the rest of the team to manage our pipeline for families accessing support. You will attend site visits to scope projects and lead on the design and planning of the refurbishments. As someone with excellent relationship management skills, you'll communicate effectively with both beneficiaries and our corporate partners to ensure the success of the programme.

You will join our friendly, hybrid team and be passionate about our mission and vision. You will be someone who thrives in our small charity culture, which is collaborative, innovative and agile as well as having the ability to work autonomously and have an appetite for continuous improvement to ensure programmes and projects run smoothly and are executed to a high standard. There will be opportunities also for growth and development within the role.

Key Duties & Responsibilities:

- Conducting site visits to family homes and youth/community centres prior to project delivery (this will require travel within London).
- High quality project planning and room design based on the individual needs and wants of programme beneficiaries.
- Managing the relationship with external designers and liaising regarding site visits and designs.
- Collecting image and video content for evaluation and promotion of volunteer programmes.
- Writing risk assessments for specific sites considering health and safety and safeguarding policies and procedures.
- Utilising and updating project tracking documents and CRM database (Salesforce)
- Maintaining strong lines of communication with relevant colleagues, ensuring they have all project information on time.

Additional team-wide duties which may occasionally be required:

- Managing volunteer groups on project delivery days.
- Promoting programmes to a variety of targeted audiences and reviewing and prioritising referral applications based on programme criteria.
- Contributing to the continuous development and improvement of our programmes.

PERSON PROFILE

Person Specification:

To succeed in this role, you will have the following:

- Experience designing interiors using creativity, ingenuity and frugality
- Experience working with a range of partners and beneficiaries with the ability to be both assertive and empathetic
- Excellent organisation skills including prioritising to meet deadlines
- Clear and concise written communication
- A high level of attention to detail
- A collaborative attitude but with the ability to work independently and take initiative to make design decisions
- A flexible and proactive approach
- Be tech-savvy and confident using Microsoft Office applications.

Desirable:

- Experience using Salesforce or other CRM system
- A basic understanding of budgeting and financial monitoring
- Have practical skills to deliver projects, including painting and furniture building, or a keen interest in and desire to learn these skills.

GENERAL

This job description is not designed to be a complete and exhaustive list of all required duties/tasks. All employees are expected to carry out any reasonable request in order to support the organisation's needs. Job Descriptions are subject to change from time to time.

APPLICATION INSTRUCTIONS

Apply by submitting a CV with a cover statement (maximum 2-sides) through the quick apply function on Charity Jobs.

Your application should address the following:

1. What motivates you to work at The Childhood Trust, why are you passionate about this role and how your values align with [ours](#).
2. How your experience, skills and knowledge demonstrate your ability to succeed in this role. We are looking for specific and succinct examples in line with the job description and person specification.

If you have any questions or would like to discuss the role specifications further, please email helen.riley@childhoodtrust.org.uk.

SAFEGUARDING

The Childhood Trust has a child-centred policy that safeguards the welfare of all children, young people and other people at risk. Our safeguarding policy is designed to protect people from all forms of abuse. Please note that the successful candidate will undergo reference checks and the appropriate level of DBS check prior to starting employment.

EQUAL OPPORTUNITIES

The Childhood Trust is an equal opportunity employer. We do not discriminate on the basis of age, gender, health, sexuality, class, family status, means, ability, colour, ethnic origin, culture, religion or belief. Our goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. All employment is decided on the basis of experience, merit, and organisational need. We encourage applications from people of all backgrounds and abilities.