# Job Description

**Project:** Portglenone Community Partnership

**Job Title:** Portglenone Community Partnership Project Officer

**Location:** Portglenone Enterprise (The Bank) 57-59 Main Street, Portglenone

**Reports to:** Community Development Officer

**Rate of Pay:** £13.03 per hour, (£25,409 per annum pro rata)

# Terms and conditions

**Salary:** Starting on NJC Point 14, on a scale of point 5

**Contract:** This is a temporary post for 5 years funded by The National Lottery Community Fund’s People and Communities programme.  *subject to 6-month probationary period.*

**Holidays:** 30 days inclusive of bank holidays and other fixed closures.

**Hours of work:** 25 hours per week over 5 days but can be flexible, occasional evenings and weekends is essential.

This is an office-based post.

*The following gives an indication of the current main duties and responsibilities of the post. The post holder will be expected to work flexibly and carry out any other duties appropriate to the role which may reasonably be required from time to time.*

# Main Purpose of Post

The main purpose of the role is to provide co-ordination and support for the groups comprising of the Portglenone Community Partnership. This partnership is made of 15 small micro groups who will work together and share resources to meet the project objectives.

The key role of the **Project Officer** is to coordinate existing activity, and identify opportunities for developing growth. The role with require strong communication, planning and development skills.

The project will support new activity for local people, through collaborative working with key partners and stakeholders.

The project officer will be part of the Portglenone Enterprise group Team, which has overall responsibility for the management of the project. The line manager for this post is Portglenone Enterprise Group Community Development Officer.

# Summary of responsibilities and personal duties

* Support the delivery of strategic objectives for Portglenone Community Partnership.
* Establish relationships and appropriate communication channels with all the groups in the project, in an open and collaborative way that promotes full participation from stakeholders.
* Maintain a work programme for the overall project and provide a monthly report to the Portglenone Enterprise Group Directors through the Community Development Officer.
* Contribute to project financial planning for groups, working closely with the Finance Officer and Project Groups to ensure spend is in line with the project budget and PEG’s policies and procedures.
* Oversee and support sessional/casual staff to deliver activities/training, workshops as required.
* Provide advice and support to all groups on areas such as governance, project promotion, volunteer recruitment and development, project design and opportunities.
* Secure maximum participation in programmes to meet programme targets; through marketing and promotion.
* Build relationships with key stakeholders to ensure signposting of opportunities for support and engagement.
* Help all groups with the project proposals including planning, inter-group activities such as Host Events.
* Oversee the collection of data and assist with any project evaluation required by funders.
* Monitor and track progress, escalating any issues with the line manager.
* Attend and contribute to relevant initiatives/forums/networks to support integrated working, and inform/enhance the work of the project.
* Ensure compliance with the organisational, financial, administrative requirements and ensure good governance, of the project and in line with Portglenone Enterprise Group.
* Act in accordance with policies and procedures of Portglenone Enterprise Group.
* Undertake such other relevant duties as may from time to time be required.
* The Successful candidate will be required to undergo a basic Access NI check.

# Person Specification

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| --- | --- |
|  | **Essential** |
| **Attainments/ Education** | * Relevant 3rd Level qualification (e.g. education, community development, Communication) or a minimum of 3 years relevant experience |
| **Experience** | * 1 years, Experience in project coordination/delivery in a related field * Previous experience of co-operating within a team for the delivery of projects * Experience of managing casual staff, volunteers, and contractors * Excellent interpersonal and communication skills (verbal & written) * Experience and knowledge of Microsoft Office (Word and Excel) and other project management tools |
| **Skills** | * Excellent written and oral communication - including the ability to prepare and present reports * Ability to effectively collect and analyse data, and prepare evaluations * Ability to use Microsoft Excel to record and monitory expenditure of grants and funding. * Team working skills with flexible and adaptable can-do attitude to work. * Excellent organisational skills |
| **Knowledge** | * Knowledge of issues relevant to Portglenone Enterprise Group as a social enterprise * Knowledge of the community sector, voluntary organisations |
| **Other** | * Ability to work evenings and weekends if required * Full driving licence and access to a car for business purposes or access to a form of transport that will meet the travel requirements of this post. |
| **Desirable** | * Experience of developing and/or delivering programmes focused across age ranges. |

# Equal Opportunities Monitoring Form

**Private & Confidential**

We are an Equal Opportunity Employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of Opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998.

Regardless of whether we practice religion, most of us in Northern Ireland are seen as Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.

**I am a member of the Protestant community**

**I am a member of the Roman Catholic community**

**I am a member of neither the Protestant nor Roman**

**Catholic community**

**Please in****dicate whether you are: Female  Male**

If you do not complete this questionnaire, we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information on file/application form.

Note: It is a criminal offence under the legislation for a person to “give false information in connection with the preparation of the monitoring return”.

# Application Process

**Application**

* Applications will only be accepted by email to Community Development Officer at office@portglenone.net and will be acknowledged by email. If not acknowledged please contact 02825820150
* To be accepted the application **MUST** include the monitoring form
* We may only interview those applicants who appear, from the information provided, to be the most suitable in terms of the person specification provided. It is the responsibility of the applicant to ensure that they have demonstrated how they meet the criteria.

**Equal Opportunities**

* PEG is an equal opportunities employer. PEG does not permit unlawful discrimination of any kind against any person on grounds which include gender, sexual orientation, marital status, religious belief or political opinion, race or disability. Unlawful discrimination is defined as treating a person less favourably than others are, or would be treated in the same or similar circumstances.

**Interviews**

* Successful applicants will be notified of interview within two working weeks.

**Job Description**

* The duties outlined in the Job Description serve as a guide to the current and major responsibilities of the post. These will inevitably vary as the role develops and the Job Description will be reviewed on a regular basis. Changes will be subject to consultation with the post holder.