

Project Officer

POST DETAILS

- Fixed term post until 13th Sept 2023
- 14 hours per week, flexible hours
- £12 per hour
- Home based, with some travel to locations around Glencairn

JOB SUMMARY

The Role: Glencairn Land & Woods Trust in collaboration with Moniaive Initiative is looking to employ a part-time Project Officer on a fixed term contract to assist in the acquisition and development of community assets, increasing of organisational membership and profile and to proactively engage with the local community on land and woodland issues.

What we're looking for: You will have proven project management and project finance skills and a sound understanding of community and charitable organizations. Working alongside the trustees of Glencairn Land & Woods Trust (GLWT) and Project Officers from Moniaive Initiative (MI) as a collaborative venture, you will be required to liaise with local, regional and national organisations. You will be organized, efficient, and resourceful and have the ability both to work on your own initiative and to develop productive working relationships.

Requirements of the post are:

- To increase GLWT organisational profile through online presence
- To manage and increase membership of the organisation
- To proactively engage with the community and collect feedback
- To offer project support for the management of an asset transfer process
- To keep and manage written /financial records of project development
- To identify potential funding sources, assist with applications and administer funding
- To produce monitoring reports for GLWT, MI and project funders
- To provide project updates for use on the GLWT and MI website, social media and other publicity

This is a fixed term post until 13/09/23. You will be required to work flexible hours (including evenings / weekends) to meet the demands of the post. The post will be based at home and across Glencairn, but on occasion you may be required to work from other locations. **Job Share applicants will be considered and discussions are welcome on flexible/alternative working options .**

Supported by:

Glencairn Community Council

Windfarm Fund

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PERSON SPECIFICATION

CRITERIA	PREFERRED	ESSENTIAL
QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> Degree/vocational qualification in community development and/or project management 	<ul style="list-style-type: none"> A good standard of formal education to Highers level
EXPERIENCE/ KNOWLEDGE	<ul style="list-style-type: none"> Previous experience in community project management Experience of woodland management and community land assets Previous experience in charity fundraising and management Knowledge of the structures and roles of public agencies engaged in rural development 	<ul style="list-style-type: none"> Previous experience of developing, delivering and administering projects Previous experience of financial management Experience of working with community groups Knowledge of Health & Safety at Work, Equality & Diversity policy and practices
SKILLS/ABILITIES	<ul style="list-style-type: none"> Ability to communicate in a range of settings with different people Knowledge of Spreadsheets Social media Provision of written/image content for websites Written and presentational skills 	<ul style="list-style-type: none"> Excellent interpersonal and teamworking skills with the ability to motivate others Problem solving skills Strong self-discipline to work on own initiative Attention to detail Good computer skills Good record keeping
OTHER	<ul style="list-style-type: none"> Have access to own transport 	

How to apply...

Please email your CV and covering letter to deb.moniaiveinitiative@gmail.com by 5pm 2nd Dec 2022

If you have any queries, please contact deb.moniaiveinitiative@gmail.com

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Moniaive Initiative (SCIO) is a registered charity no. SC044760

