



Project Officer(s)

POST DETAILS

- Based at Home and in Moniaive
- 36 hours per week until end June 2021
- £12 per hour

JOB SUMMARY

Moniaive Initiative is looking to employ a Project Officer(s) on a short-term basis to assist us in kickstarting project support work delayed due to the pandemic. You will have proven project management and project finance skills and a sound understanding of community and charitable organizations. Working alongside our two Project Officers and reporting to our Board of Trustees, you will be required to liaise with local, regional and national organisations. You will be organized, efficient, and resourceful and have the ability to develop productive working relationships.

JOB SPECIFICATION

You will be required to work across 3 local projects currently being supported by Moniaive Initiative (anticipated to average 12 hours, per project, per week):

- Moniaive Playcare – Building extension and refurbishment
- Glencairn Memorial Institute – Creation/implementation of development action plan
- Glencairn Land and Woods Trust – Management of asset transfer process and increase organisation profile through membership and website

Requirements of the post are:

- To offer project support to the above community organisations
- To keep written / financial records of project development
- To identify and apply for funding sources, administer/draw down funding
- To write monitoring reports as required by funders and other groups and individuals
- To proactively engage with the community and collect feedback
- To provide updates for use on the MI website, social media pages and press releases

This is a fixed term post to 30th of June 2021. 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, but on

Supported by:

Glencairn Community Council
Windfarm Fund

Investing in Communities Fund





occasion you may be required to work from other locations. **Job Share applicants will be considered and Moniaive Initiative is open to discussions on flexible/alternative working options**

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 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	<p>Aability to communicate in a range of settings with different people</p> <ul style="list-style-type: none"> Knowledge of Spreadsheets Social media 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 	

Supported by:
 Glencairn Community Council
 Windfarm Fund
 Investing in Communities Fund

