

Moniaive Initiative

Project Officer (s)

POST DETAILS

- Fixed term post until 31st March 2023, (possibility of renewal, subject to funding)
- 7 hours + per week, flexible hours
- £12 per hour
- Based at home and in Moniaive

JOB SUMMARY

The Role: Moniaive Initiative requires a Project Officer to assist us in progressing work across a range of exciting projects. You will have a sound knowledge of local community organisations and a proactive approach to community engagement. Working alongside our existing 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. You will be required to organize your own workload and must be happy to use your own initiative.

What we're looking for: You will be required to work across a range of local projects currently being progressed by Moniaive Initiative including: Sustainable Transport, Renewable Energy, Community Land Access, Economic Regeneration, Heritage & Culture, Flood & Resilience and Affordable Housing.

Requirements of the post are:

- To offer project support to partner organisations
- To engage with the community and collect feedback
- To keep written records of project development
- To identify potential funding sources and assist with applications
- To collect and record monitoring information for reports to funders
- To provide project updates for use on the MI website, social media and other publicity

This is a fixed term post until 31/03/23. 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.

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



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

Moniaive Initiative

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 of developing, delivering and administering projects Previous experience of financial management Previous experience in charity fundraising 	<ul style="list-style-type: none"> Experience of working with local community groups Good Knowledge of Glencairn Knowledge of, or a strong interest in at least 2 of our key work areas: Sustainable transport, Renewable Energy, Community Land Access, Economic Regeneration, Heritage & Culture, Flood & Resilience, Affordable Housing
SKILLS/ABILITIES	<ul style="list-style-type: none"> Ability to communicate in a range of settings with different people Knowledge of Spreadsheets Social media written and presentational skills 	<ul style="list-style-type: none"> Strong communicator Able 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 23rd Sept 2022

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

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