

Moniaive Initiative

Flooding Impact & Analysis

CONTRACT DETAILS

- Fixed short-term contract until 31st March 2023
- flexible hours
- £150 per day for 14 days
- Home based, with some travel to locations around Glencairn

CONTRACT SUMMARY

The Role: Moniaive Initiative are offering a fixed short-term contract to assist in the on-going flooding impact evaluation work. A survey has been distributed to local residents affected by the flooding. This contract covers collection, collation and analysis of the responses and prepare a summary report of the findings of the Flood Impact Survey. There will be some door-to-door collection, discussion and liaison with affected residents and businesses.

What we're looking for: You will have a positive approach to community engagement skills and a sound understanding of basic data analysis. A knowledge of community and charitable organizations is useful. As you will be required to liaise with the public, you will need a proactive and personable approach. 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 proactively engage with the community and collect flooding survey data and feedback
- To analyse flooding survey data using relevant spreadsheets
- To prepare a summary report of the findings of the survey for presentation to the Board of Trustees
- To keep full written records of project work
- To provide weekly written updates for the Board of Trustees

This is a fixed term contract 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..

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 in community project management Experience of survey distribution, collection & analysis Previous experience in public facing survey work Knowledge of flooding and it's effects on populations 	<ul style="list-style-type: none"> Previous experience of developing, delivering and administering projects Previous experience of basic data analysis 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 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 Knowledge of Spreadsheets
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 12 noon on Mon 27th Feb2023

Interviews to be held Thursday 2nd March 2023

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

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