

## Job Description

**POST TITLE:** Project Officer

**SALARY:** £25,000 per annum (Pro-Rata 4 days a week)

**LOCATION:** Acton Gardens Community Centre

**RESPONSIBLE TO:** Project Manager/Senior Management Team

**POSITION STATUS:** Fixed Term Contract (1 Year)

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### **PURPOSE OF THE JOB:**

London Development Trust (LDT) is a charitable social enterprise working within the Regeneration area of Acton Gardens. We deliver and help other organisations to deliver community services which are value for money and create lasting benefits. This approach allows the community to lead and determine its own future. We enable individuals and groups to take ownership of their future and be catalysts for change.

### **The post holder is responsible for:**

Support the delivery of project and activities in Acton Gardens. Including:

1. Assisting in designing/planning, controlling and delivery of projects and community events.
2. Take initiative in planning and executing projects ideas.
3. Helping to develop stronger links with businesses and the wider community to create opportunities for residents.
4. Establishing and maintaining links with stakeholders while ensuring maximum publicity for the project and encouraging referral pathways.
5. Supporting in the recruitment and monitoring of project activities ensuring high attendances throughout the project.
6. Leading on project's communications and publicity through newsletters, social media and printed advertisement. Ensuring relevant information is provided to internal and external stakeholders.
7. Working with Volunteer Coordinator to recruit volunteers for project activities and ensuring a positive experience for both volunteers and the local community.
8. Maintaining project expenditure up to date, helping to keep good financial records; cooperating with the book-keeper and independent examiners.

9. Supporting in the preparation of reports for relevant board meetings and the preparation and presentation of reports and financial records to funders where required.
10. Ensuring LDT visitors, beneficiaries and volunteers are treated fairly and supported through any queries or grievances.
11. Supporting the implementation of the project's impact monitoring framework which enables LDT to provide regular progress reports to partners, the board, and funders.
12. Supporting and deputising for the Project Manager as well as acting as an ambassador for LDT, representing the Trust at meetings when required.

## Person Specification

### **EXPERIENCE AND WORK KNOWLEDGE:**

1. Demonstrate an ability and willingness to lead on continuous performance improvement
2. Able to demonstrate an understanding of the wider context of regeneration and the needs of key stakeholders and partners in Acton Gardens.
3. An understanding of the financial implications associated with projects and adherence to timescales and budgets according to the project's needs.
4. Track record of achieving demonstrable results in delivering community projects.
5. Track record of successfully engaging with service users and others in a diverse community, building positive and productive working relationships.
6. An understanding of the effects of discrimination and exclusion against certain groups of people and ability to eradicate that discrimination through the promotion of inclusion and equality of opportunities.
7. Track record of using marketing and social media tools as well as graphic design (creation of flyers and promotional materials) is desirable.

### **PERSONAL ATTRIBUTES:**

1. Able to set personal priorities, objectives and deadlines while maintaining a focus on the key service priorities / accountability
2. Able to demonstrate highly developed oral, written and presentation skills with a sound knowledge of IT packages (Word, Excel, Outlook etc) and demonstrating an ability to influence find solutions to problems and negotiate effectively.
3. Able to work as part of a team contributing to and finding innovative solutions for delivery of the project.

### **CIRCUMSTANCES:**

1. Willingness to work outside normal working hours and to attend public meetings and support the running of activities in the evenings and weekends as required.
2. The willingness to be the first point of contact for anything related to the project.
3. A can-do approach, with the ability to team-lead and communicate effectively.
4. The post holder will be required to undertake such other additional duties as may be required from time to time by the CEO, Directors, or Project Manager.

### **QUALIFICATIONS:**

1. The post holder will have a relevant degree although consideration will be given to those applicants who are not qualified but who can demonstrate they have worked at a similar level in community development.

### **APPLICATION METHOD**

Please send your CV with a personal statement describing why your experience matches the criteria set on experience and personal attributes to [careers@actongardens.community](mailto:careers@actongardens.community) or [info@actongardens.community](mailto:info@actongardens.community) and address it to the Recruitment Team. For an informal discussion about the opportunity call our team on 0208 0755240. Application Deadline is 4<sup>th</sup> November 2022.