 **Projects Support Officer**

**Job Title:** Projects Support Officer

**Salary:**  £25,0000 - £28,000 (pro rata to hours worked) depending on experience

 **Accountable to:** Chair, Communities Together Durham

**Hours:** 17.5 hours (0.5FTE) negotiable working pattern but will include attendance at Board and team meetings.

**Location:** Working from home (occasional attendance at external meetings in Durham and at other venues)

**Role Purpose**

The Projects Support Officer will ensure that CTD’s governance, financial accounting, project delivery, outcomes and impact reporting, and overall administration is delivered in a consistent and timely manner.

**Principal duties and responsibilities**

Project Management

1. Work with the Lead Development Worker to manage and implement projects from contract/proposal initiation to final operational stage.
2. Work with the nominated project lead to monitor, evaluate, and report on activities related to each project, complying with regulatory and contractual requirements.
3. Carry out tasks associated with the successful delivery of activities, including diary management, event organisation, the preparation of delivery materials, collection of evidence, and supply of management information.

Finance and governance

1. Maintain financial and personnel records in line with statutory and contractual requirements.
2. Develop and manage project budgets and cash-flows to inform and support operational delivery including the preparation of grant applications and claims.
3. Produce monthly management reports and maximise organisational cash flow.
4. Prepare payment schedules in accord with internal financial procedures, ensuring that necessary authorisations are in place.
5. Work with the external accountant on payroll, and year end.
6. Manage the cycle of business renewal and reporting dates e.g. insurance, data protection registration, Charity Commission and Companies House returns etc.
7. Maintain the CTD policy register ensuring policies and procedures are reviewed and updated as required.
8. Support Board meetings (including organisation, collation and circulation of papers and minutes)

Other duties

1. Provide support in the recruitment of staff, associates, and any volunteers.
2. Assist with the management of CTD’s website and social media channels.
3. Be responsible for filing and archiving.

*The main duties and responsibilities of the post are outlined in the job description. This list is not exhaustive and is intended to reflect the main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to the job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes before these are implemented.*

**PERSON SPECIFICATION**

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have in order to do the job. ‘Desirable’ criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job.

The table below also identifies how the criteria will be assessed. Please ensure that you demonstrate, as a minimum, the ‘A’ criteria on you application form.

**A Application Form**

**I Interview**

**A & I Application Form & Interview**

|  |  |  |  |
| --- | --- | --- | --- |
| Ref | **Criteria** | Essential / Desirable | A / I |
|  | **Knowledge/Qualification** |  |  |
|  | Working knowledge of bookkeeping and financial forecasting | Essential | A & I |
|  | Knowledge of the working of the Church of England | Desirable | I |
|  | **Experience** |  |  |
|  | Experience of project administration and financial management  | Essential | A & I |
|  | Experience of website or social media management  | Desirable | I |
|  | **Skills / Abilities** |  |  |
|  | Ability to work within a team, managing own and others expectations to meet agreed timelines | Essential | A & I |
|  | Able to organise and prioritise work and work to a high standard with the minimum of supervision | Essential | A & I |
|  | Excellent written and oral communication skills, including experience of communicating effectively with diverse audiences  | Essential | A & I |
|  | Competent using MS Office 365 applications, particularly Excel, Word and Outlook | Essential | A & I |
|  | Experience of using Mail Chimp, Eventbrite and Survey Monkey or similar tools | Essential | A & I |
|  | **Personal attributes and competencies** |  |  |
|  | Interest in church engagement in community development and responding to poverty. | Desirable | I |
|  |  |  |  |