



Job Role: Project Support Officer

Closing Date: 19th February 2024 at 9am

Interview Date: 5th March 2024

Commencement: 9th April 2024

Contract: 12 month fixed term until 31st March 2025

Salary: SCP 18 - £29,269.00 per annum pro rata

Hours : 22.5 hours per week – to be agreed upon appointment – occasional evening working is part of this role

Pension: Staffordshire Local Government Pension Scheme

Annual Leave: 29 days per annum to include statutory bank holidays (pro-rata)

Location: Hednesford Town Council, Pye Green Community Centre, Bradbury Lane, Hednesford, Staffordshire, WS12 4EP

Responsible to: Chief Officer

Responsible for: No line management responsibilities

Overall Responsibilities

The Project Support Officer will provide comprehensive and robust project support to both the Chief Officer and Responsible Finance Officer in order to assist them in the delivery of high quality, impactful and sustainable tasks and projects across the community of Hednesford. Working as part of the wider Hednesford Town Council team the post holder will be responsible for the research and validation of agreed project proposals and for the day to day development, administration, progression and monitoring/reporting of council led projects

Responsibilities

To support a variety of agreed town council tasks and projects with particular reference to those projects that fall under the Community Infrastructure Levy (CIL) Fund and UK Shared Prosperity Fund including but not limited to:

- Responsible for the research and validation of agreed project proposals, collating and presenting information when required
- Responsible for ensuring that all projects are compliant and delivered in line with council policies, procedures and allocated budget

- Responsible for the coordination, progression and day to day management of agreed projects, flagging any issues, concerns or obstacles to the Chief Officer at the earliest opportunity
- Establish and maintain effective systems for project development
- Keep accurate and up-to-date records of the progress of tasks and projects including inputting information into business continuity and project reporting systems
- Reporting on the projects progress, budget and resources when required
- Organise, support and contribute to project meetings including note taking, preparing documents, presentations and distribution of project documentation
- Oversee event management of projects, as and when applicable, and the coordination of publicity and promotion relating to the project
- Develop, manage and maintain effective partnership working with internal and external stakeholders
- Be the point of contact for enquiries from stakeholders
- To work alongside, and provide ad hoc support to the Community Officer as and when required
- Any other duties as commensurate with the grade of the post

Person Specification

- Highly Organised
- Attention to detail
- Ability to prioritise and manage multiple work requirements
- Problem Solver
- Self-motivated and able to work with minimum supervision
- Ability to work to deadlines
- Effective communication – both written and spoken
- Experience in facilitating meetings and partnerships
- Experience in research for projects and/or events
- Team player
- Proficient in Microsoft packages – email, word, excel
- Knowledge of local council processes and local area an advantage but not essential
- Ability to travel to all parts of the district, as and when required, in a timely manner
- Willing to undertake occasional evening work

For further information or to request an application pack please contact Chief Officer, Lindsey Smith on 01543 424872 or Lindsey.Smith@Hednesford-tc.gov.uk

Completed application forms to be returned no later than 9am on 19th February 2024. Please note that CVs are not accepted

Completed application forms to be returned to Clerk@Hednesford-tc.gov.uk or to Hednesford Town Council, Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP