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| **JOB DESCRIPTION** |

**1. IDENTIFICATION OF JOB**

**JOB TITLE** Project Officer (fixed term to 30 Sept 2022)

**FUNCTION** Operations

**RESPONSIBLE TO** Community Engagement Manager

**RESPONSIBLE FOR** No direct line management responsibilities. Will be required to support volunteers, grant recipients, funders, and delivery partners

**BUDGETS HELD** Coordination and monitoring of community small grants. Managing, monitoring, and reporting on external project funds

**2. OVERALL PURPOSE OF JOB**

To manage and support National Forest Company (NFC) projects which will help deliver the National Forest Vision and NFC Corporate Plan. The postholder will predominantly work within the Forest Society team supporting our schools outdoor learning programmes, and volunteering and community activities. This includes coordinating the application, approval, and monitoring process for small community grants, helping to establish and monitor service level agreements with our delivery partners, and reporting to and managing positive relationships with external funders.

The postholder will be well organised with project management experience, able to facilitate successful delivery of project outcomes, ensure effective management of project budgets and establish robust systems of reporting.

**3. MAIN RESPONSIBILITIES**

**Project management**

Project manager for the NFC’s Forest Foxes project; one of five national pilots delivering outdoor learning in schools. (2 days pw is funded through this project), specific responsibilities include:

1. Establish robust project governance including facilitating regular project steering group meetings; ensuring roles, responsibilities and expectations are clear and managed amongst delivery partners.
2. Develop clear reporting, monitoring and evaluation processes; producing and presenting reports for partners, senior managers, and funders at project, working group and board meetings as required.
3. Monitor and collate budget and output information. Produce, gain approval, and submit claims to funders, ensuring auditable records are in place.
4. Oversee delivery of the Communications Strategy including organising events and providing content for the website, social media, and press releases.
5. Engage in national networks and wider advocacy to share good practice, learning and outcomes from the project.
6. Ensure all other contract requirements are met.

**Project coordination and support**

Implement effective and robust project management techniques to support the design, delivery and evaluation of other NFC projects, specific responsibilities include:

1. Support the Community Engagement Manager to develop NFC’s approach to new areas of activity which will help to deliver the National Forest Vision and Corporate Plan priorities e.g. health and wellbeing.
2. Support the Funding and Development Manager and Community Engagement Manager to secure external funding for NFCs ongoing Forest Society work. Including inputting to funding bids, budget and resource requirements, outputs, and outcomes.
3. Work closely with internal team members and delivery partners to ensure project plans are in place and on track, and that projects are robustly monitored to achieve targets, milestones, and budgets.
4. Support the Community Engagement Manager and other internal colleagues to review, promote, administer, monitor, and evaluate the NFC small grants programme, ensuring robust and transparent systems are in place.
5. Work with the Research and Evidence Manager to monitor and disseminate learning outcomes, corporate KPIs and evidence to inform future funding priorities and raise the profile of NFC work.
6. Support team members with partner and service level agreements and with facilitating partner progress and review meetings.
7. Support wider education, volunteering, and community activities. Including: organising and promoting events and training; managing contact information and signposting enquiries.

**Corporate Development**

1. Contribute to corporate and team planning through NFC Working Groups and Team Meetings.
2. Work with the Development Team to support income generation opportunities, and to promote forest education, volunteering, and engagement through provision of content and case studies for distribution on the NFC website, social media and to the media.
3. Work with the NFC finance team to comply with financial processes for audit.
4. To undertake any other relevant duties as directed by line management.

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| **JOB SPECIFICATION** |

**Benefits of working with the NFC**

This is a full-time post of 37 hours per week and fixed term until 30th September 2022. The successful candidate will be appointed within the SEO Grade salary range of £28,890 - £32,000 per annum.

**Pension**

An important part of the pay and reward package NFC offers employees is the option to join the Civil Service Pension Schemes arrangements. These arrangements offer a choice of two types of pensions:

* **Alpha:** This a career average pension scheme (defined benefit) that has a member contribution rate ranging from 4.6% to 7.35% dependent on your salary. The current employer contribution rate is c27% of salary.
* **Partnership pension account**: This is a stakeholder pension with a contribution from the NFC of up to 14.5% based on your age.

**Generous Annual Leave and Bank Holiday Allowance**

We offer 30 days’ annual leave and 10.5 days public and privilege holidays.

**Staff Bonuses**

We offer end of year performance awards to our employees.

**Place of Work**

The principal place of work will be at the National Forest Company’s office in the heart of the National Forest at Enterprise Glade, Bath Yard, Moira DE12 6BA. You may also be eligible for relocation expenses. During the coronavirus employees are working from home with limited access to the office.

**Learning and Development**

Everyone at the NFC is supported to develop their skills and capabilities. All new employees joining will have a full induction to the NFC’ work and our policies. We also encourage our employees to take up volunteering opportunities as a great way to share skills, while developing new insights and stronger links with our communities.

**Staff Wellbeing**

We have various measures in place to assist with the wellbeing of our staff including:

* **Flexible working** – to allow for variations in your hours, or working from home, where this is compatible with business needs.
* **Employee Assistance Programme** – a free and confidential 24/7 telephone advice service available to staff.

**Unsocial hours**

Due to the nature of the work some unsocial hours will be required in the evenings and weekends to ensure the effective implementation of this post. Time off in lieu is applicable for this role.

**Driving licence**

A full driving licence is required as the post-holder will often need to travel and will be expected to have a vehicle available for use on NFC business, for which the NFC will pay mileage (currently 45p per mile).

**Policies and procedures**

All staff are required to abide by organisational policies and procedures and to contribute to the smooth administration of the National Forest Company. This includes promoting and acting as an ambassador for the National Forest.

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| **PERSON SPECIFICATION** |

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|  | Essential € or desirable (D) |
| **EXPERIENCE & QUALIFICATIONS** |  |
| A relevant degree or project management qualification | D |
| At least 3 years’ relevant experience in a similar project role | E |
| Experience of developing and / or managing externally funded projects, including budgets, performance monitoring and evaluation | E |
| Experience of developing effective partnerships with a range of organisations, including the public, private, and voluntary sector | E |
| Experience of administration of grants | D |
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| **KNOWLEDGE** |  |
| Awareness of opportunities to engage people with the natural environment | D |
| Knowledge of the National Forest | D |
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| **SKILLS** |  |
| Well organised and diligent approach, able to develop accurate finance and claim reporting processes | E |
| Able to quickly analyse data and information to inform decision-making | E |
| Able to prioritise work across a range of projects and meet deadlines | E |
| Good report writing, presentation and oral skills | E |
| Strong IT skills including at least an intermediate level of Microsoft Excel | E |
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| **PERSONAL QUALITIES AND BEHAVIOURS** |  |
| High level of enthusiasm, self-motivation, and flexible approach | E |
| Positive and solution-focussed approach, using own initiative to generate and take forward ideas | E |
| Collaborative team player, able to work autonomously and across the organisation | E |
| Commitment to environmental issues and equal opportunities | E |
| Able to comply with all relevant child protection and health and safety policies. | E |

**9th October 2020**