**Job Description**

**Job Title:** Central Projects Officer

**Salary:** £16,500 - £18,000 per annum

**Term:** 1 year initial period with possible extension

**Responsible to:** Founder, President and CEO

**Location:** Freshwinds centre in Selly Oak, Birmingham.

**Hours:** 37.5 hours per week.

**Holiday** 25 days per year plus bank holidays (pro rata)

**Job Summary:**

**Duties & Responsibilities**

**The main part of this role is to assist in the further development of the organisation and support the growth of the charity through of variety of activities which include recruitment of volunteers for specific projects and working with particular projects to assist with discreet pieces of work. The role is deliberately generic and varied both to support the aims of the organisation as well as to provide a broad experience for the post-holder and to support their future development within the organisation.**

The post holder is part of the CEO’s team with responsibilities in supporting managers and the senior management team in the initial piloting and mobilization of projects and supporting the ongoing delivery of projects where necessary and appropriate.

The post has excellent opportunities for advancement and significant progression within the organisation.

It is essential for this role that the post-holder is able to drive and has a vehicle. This is because the role involves frequent travel to project sites around the City (2 - 4 times per week) for which expenses are provided.

|  |
| --- |
| **Job Description Duties & Responsibilities** |
| Recruitment of volunteers for specific projects. |
| To assist managers where appropriate in ensuring that service agreements are adhered to and outputs and outcomes are achieved. This will include discreet activities within projects. |
| To provide support and assistance in the production of reports to funders and to ensure that these are produced within the timescales. |
| To assist in the identification and research of relevant funding opportunities. |
| Support the Senior Management Team in the initial piloting and mobilization of projects and support with ongoing delivery where appropriate. |
| To undertake any other appropriate or necessary duties or responsibilities required by Freshwinds in the course of its activities and work, in preparation for our international work. |

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Skills & Experience** | **Essential** | **Desirable** |
| Educated to Degree Level or relevant equivalent training |  |  |
| Strong interpersonal skills and the ability to take a confident and diplomatic approach to develop strong professional relationships, both within and outside the organisation |  |  |
| The ability to work under pressure, prioritize and make decisions and meet tight deadlines. |  |  |
| A pro-active and creative approach to problem solving i.e. ability to ‘think outside the box’. |  |  |
| Ability to be sensitive and relate to a diverse range of people in a non judgmental way |  |  |
| Must be able to work independently and work as a group member |  |  |
| Excellent written skills with the ability to produce clear and concise reports, correspondence to funding bodies, etc. |  |  |
| Numerical and analytical skills with the ability to interpret financial and other data and information and produce it in a clear and logical format. |  |  |
| Strong communication and interpersonal skills |  |  |
| Experience of the voluntary sector |  |  |
| Must maintain and uphold high standards of ethical and professional conduct and confidentiality |  |  |
| Strong Information Technology Skills (including social media) |  |  |
| Promoting racial equality, diversity and challenging institutional racism. |  |  |
| Ability and willingness to work flexible hours |  |  |
| Be a car driver with access to their own vehicle which they are willing to use during the course of work of the charity |  |  |