

**Ceredigion Greenways Partnership – Hosted by Transition Llambod
Development Trust**

JOB DESCRIPTION

JOB TITLE:	Project Officer
RESPONSIBLE TO:	Project Co-ordinator
LOCATION:	Lampeter
SALARY:	£23,000- £25,000
HOURS:	Full time 37 hours per week
TYPE OF CONTRACT:	Fixed Term, to 31st July 2023

CEREDIGION GREENWAYS PARTNERSHIP

Is a collaborative project between local authorities, landowners, educational institutions, local communities, land managers, voluntary groups, and businesses. It hopes to reconnect people with biodiversity and their natural environment and aims to create new, accessible, green access and active travel routes in the Ceredigion area.

JOB PURPOSE AND ROLE:

The principle duties of the Project Officer will be to deliver tasks identified in the Project's Delivery Plan which relate directly to delivery of the project and engagement with partners, community groups, and individuals.

The Project Officer will establish effective working relationships at local level with key institutions and individuals. They will identify, develop and promote a wide range of activities, working closely with the project co-ordinator and project partners. They will assist with the on the ground negotiation and delivery of the project, liaising with landowners and key partners and will also create and manage material for the dedicated project website and social media channels.

Key Duties include:

- With the Project Co-ordinator, liaise with the Project Steering Group and project partners to develop and ensure efficient delivery of the Activity Plan
- Work creatively with local groups and individuals to ensure a positive and inclusive experience for all taking part
- Working with individual partners in support of activities
- Support the provision of text and images for marketing material, community engagement events and the project's website
- Set educational and training objectives for each event or activity linking back to the overall Project Delivery Plan
- Collect baseline data for evaluation for each outreach event/activity, including numbers of participants and feedback from their experience of taking part to measure against initial objectives

- Provide one-to-one training opportunities for volunteers and student placements
- Be responsible for developing one-to-one activity plans with relevant key partners
- Prepare press releases, blogs and tweets in line with the Project's communication strategy
- Monitor and control progress against key Delivery Plan deliverables and, where appropriate, prepare contingency events/plans to return the Project to its desired track;
- Collate and prepare information essential for the Project Co-ordinator to fulfil conditions of governance reporting
- Contribute to the Project's Benefits Realisation Plan (Evaluation Report) to ensure and safeguard the Project's legacies

PERSON SPECIFICATION - Candidates will need to demonstrate the following:

Essential Criteria	Desirable Criteria
Qualifications/Level of Education	
Educated to degree level or equivalent	
Experience and Knowledge	
Experience of developing and delivering community engagement projects or programmes	Experience of public relations/ marketing activity for events promotion, including the effective use of social media for dissemination
Have experience of multi-stranded projects and working successfully with partner organisations	Experience of working with Landowners, or with the farming community
Knowledge Required	
Have an interest in green infrastructure, sustainability or community engagement	
Skills Required	
The ability to communicate in Welsh is essential for this post	
Ability to work with minimal supervision, with a high degree of autonomy and be able to manage own workload and time to meet deadlines	
Excellent verbal and written communication skills	The post holder must be able to inspire and encourage creative responses to the Project material, and be skilled at starting conversations, storytelling, and maintaining the interest of a wide range of audiences
Have an understanding of the need for evidence-based records of decisions	
Good IT skills using a variety of IT packages	Experience of digitisation projects
Have an understanding of project and programme management requirements	
Experience of using a team-based approach to achieving objectives	
Have experience of actively applying equality and diversity principles and understand of the benefits of these principles to an organisation	Experience of delivering programmes focussed on broader social objectives improving the lives of individuals in targeted groups (e.g. youth, elderly, ethnic minorities)