**Role: Project Officer**

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| **Hours:** | **22.2 hours per week = 0.6 Full Time Equivalent**  We will be seeking additional funding to increase this role to 29.6 hours per week (0.8FTE) by negotiation with successful candidate. |
| **Salary:** | £28,500 Full Time Equivalent salary  **Actual salary will be £17,100 pro rata (0.6 FTE)** |
| **Benefits:** | 30 days holiday pro-rated (inclusive of concessionary days), stakeholder pension contribution, flexible working, full equipment provided, training budget. |
| **Location:** | Home based, with travel and co-working across Birmingham as required. |
| **Working arrangements:** | BCM works flexibly to accommodate needs and preferences of staff, some core working hours will be expected to allow for team collaboration.  A commitment to attending evening and weekend meetings and events will be required. |
| **Responsible to:** | Chief Executive |
| **Responsible for:** | **No staff management - some supervision of volunteers** |

**Purpose of role**

* Plan, deliver, monitor and evaluate defined project activities related to support for small and micro voluntary and community organisations in Birmingham.
* Host and facilitate online and face to face meetings, events and workshops, working with the staff team and delivery partners.
* Develop networks and contacts and manage relationships with suitable host organisations and wider stakeholders both in defined geographical areas and communities of interest.
* Provide initial contact and, where appropriate, one to one support to small and micro voluntary organisations by phone, email and face to face meetings.

**Job description**

**Plan, deliver, monitor and evaluate defined project activity**

* Work with Chief Executive to plan project activities to meet defined outputs and outcomes.
* Work with colleagues to promote and administer events and activities.
* Update CRM with activity related to people and groups you have helped, project activities, stakeholders and volunteers.
* Provide either written or verbal reports to internal and external stakeholders where requested.
* Contribute information to evaluate impact of activities - such as case studies and gathering feedback information.
* Identify suitable venues for accessibility and suitability. Complete risk assessments and apply measures to ensure face to face events are accessible and managed safely.

**Deliver and facilitate online and face to face meetings, events and workshops**

* Host and facilitate online meetings, events and workshops, acting as host and/or trainer as appropriate.
* Work with volunteers and delivery partners to facilitate events on topics and issues relevant to those seeking help from BCM.
* Ensure follow-up with attendees in terms of feedback, resources and referrals.

**Develop networks and contacts and manage relationships**

* Identify, develop and maintain relationships with host organisations, referral agencies, delivery partners and stakeholders to build the reach and impact of BCM activities.
* Act as point of contact for host organisations and regular helpers/peers within your geographical area or specific to project delivery.
* Attend networking and information events online and face to face as appropriate to promote the project, offer information and support from BCM or represent BCM.
* Develop a local network of hosts, delivery organisations and volunteers around regular face to face events and facilitate partnership working between these groups and individuals.

**Provide one-to-one support to small and micro voluntary organisations**

* Where required by project need, conduct triage and/health check conversations with individuals or groups to agree support needs.
* Refer internal and externally to ensure support needs of these groups are met.
* Where appropriate, provide one to one support around specific issues or challenges with groups.

**General responsibilities**

* To mainstream diversity, equity and inclusion considerations into all areas of service delivery.
* To work in harmony with BCM’s strategic aims and values and strategic objectives.
* To promote and ensure compliance with BCM’s policies.
* To attend and undertake regular supervisions and annual performance appraisals.
* To manage and undertake training / professional development as necessary.
* To promote the use of technology and be self-servicing.
* To work in the most resource efficient and effective manner.
* To act as an ambassador for the organisation.

**Person specification: Project Officer**

**Essential experience**

* Experience of involvement in voluntary group, small charity, third sector organisations – either paid or volunteer
* Experience of working within a project delivery or support role.

**Essential skills**

* You will have gained skills, knowledge and confidence that enable you to identify support needs and give credible support to small and micro voluntary and community groups.
* You will have strong communication and presentation skills.
* You will be proficient in the use of ICT within a work environment.
* You will have a good ability to organise a varied workload and have good time and self management skills.

**Essential knowledge**

* Knowledge of networks and contacts across Birmingham.

**Desirable skills and experience**

* Experience of coordinating and/or writing successful funding applications and/or constitutions or charity applications.

**Core competencies**

* Able to model the mission and values of BCM and to model our principles of equality, diversity and inclusion in everything that we do.
* Able to work independently, self-start and self-motivate, as well as being an effective team player.
* Able to build good working relationships with colleagues, peers, volunteers.