

BRYMBO HERITAGE TRUST

JOB DESCRIPTION



Job Title:	Area Projects Officer
Reports to:	Project Coordinator (Roots to Shoots)
Hours per week:	25 - 30
Hourly rate range:	£13.00
Pro-rata salary:	£25,000
Term:	Fixed term contract to 31st May 2018 with potential to extend

Role purpose:

To lead the development and delivery of a range of projects to make physical improvement to ex-industrial spaces in and around Brymbo in ways that place residents at the centre of the process.

Specific responsibilities:

- Development and delivery of quarterly activity plans;
- Engage, involve and sustain people in processes of change linked to physical spaces in their communities;
- Promoting principles of asset based community development;
- Promoting principles of play development to support generational change;
- Deliver in line with (and further strengthen) the Trust's volunteering policies;
- Ensuring tight integration with wider project team;
- Development of links with strategic and operational partners including community groups, community councils and Wrexham County Borough Council;
- Coordination of specific packages of externalised work, providing input and oversight;
- Financial management of the capital and revenue budgets associated with the 'area' projects;
- Support groups' development, including the use of training needs analysis and self evaluation tools, referring on as necessary;
- Coordination of volunteers to develop ideas and activities further; and
- Management of operational health & safety in respect of the above activities.

Person specification:

Essential experiences, skills and qualities:

- Project development and delivery experience
- Project management experience
- Experience of community or heritage-led regeneration
- Budget management experience
- Strong organisational, interpersonal and communication skills
- Strong ICT skills including project planning tools
- Qualified to NVQ level 4 or equivalent in a community, youth, play or environmental discipline
- Confident and credible leader
- Problem solver and team worker
- Committed to principles of community involvement and social inclusion
- Committed to equalities and the Welsh Language

Desirable:

- Qualified to graduate level or equivalent in a community, youth, play or environmental discipline
- Welsh speaker