



## Job Description Towards One Planet Living Support Officer

- Job Title:** Towards One Planet Living Support Officer
- Salary Scale:** £17,161 - £19,126 pro rata plus employer's pension & travel expenses
- Base:** PLANED offices (currently Narberth)
- Hours:** 18.75 hours a week, to include occasional evening & weekend work
- Contract:** This post is part funded through the Big Lottery until May 2012
- Purpose of Post:** Supporting the work of PLANED's Towards One Planet Living officer.
- The Support officer will have a thorough overview of the work and key responsibilities for certain aspects of delivery.
- The officer will need to demonstrate good communication and excellent computer skills. A special interest or knowledge of the principles of sustainability would be an advantage.
- Accountability:** Reporting through the Towards One Planet Living Officer to the Community & Sustainability Manager
- Duties Include:**
- Gaining an overview of the work of the Community & Sustainable Development department and undertaking additional responsibilities for certain aspects of the work of the project
  - Organisation of events/seminars, meetings, workshops including liaison with local group representatives and partner organisations
  - Producing reports from the above activities
  - Maintaining database of contacts and updating information as required
  - Support to emerging Community Forums, including organising meetings, note taking for feedback sessions, etc.
  - Maintenance of project financial expenditure records.
  - Maintaining filing and relevant library system
  - Supporting the development and marketing of the PLANED Route Map for Sustainable Living
- Skills to Include:**
- An understanding of Pembrokeshire and its issues relating to community and local development. A special interest or knowledge of the principles of sustainability would be an advantage
  - Self discipline, with a flexible attitude and approach to working on own initiative and able to work as part of a team
  - Good communication and excellent computer skills
  - Ability to organise meetings/seminars and where appropriate assist with the facilitation at the event to include reporting of feedback sessions and follow up reports.
  - Ability to speak Welsh would be an advantage

**CLOSING DATE FOR APPLICATIONS: FRIDAY 23<sup>RD</sup> APRIL 2010 @ 12 NOON**

To request an application form, please contact Paula Rayner at PLANED, The Old School, Station Road, Narberth, Pembrokeshire SA67 7DU

Tel: 01834 860965

Fax: 01834 861547

Email: [paular@planed.org.uk](mailto:paular@planed.org.uk)

