

JOB DESCRIPTION
**Development
Project Officer**



Salary:	£25,000 plus employer's pension & travel expenses
Base:	PLANED offices (currently Narberth) with travel across South West Wales region.
Hours:	37.5 hours per week
Term:	Fixed Term (to June 2023)
Driving Licence	Essential

Purpose of Post:

The Wales Community Food Distribution Initiative programme is part of the Welsh Government Rural Communities – Rural Development Programme (RDP) 2014 – 2020, which is funded by the Welsh Government and European Agricultural Fund for Rural Development (EAFRD). To develop and support the project management of new food hubs. Actively seek out and develop opportunities to add value and collaborate with other related hub activity.

Accountability:

Reporting to Wales Community Food Distribution Initiative Coordinator

Key Relationships:

Internally: Management Team, PLANED Board, project partners

Externally: Community associations and community groups, schools, community and town councils, local voluntary and business groups and networks.

Responsibilities and duties:

- Provide dynamic support to communities, business and public sector organisations to develop hubs in line with the Wales Community Food Distribution overarching development strategy objectives and funding guidelines
- Recruit and develop positive relationships with Welsh food producers, suppliers and wholesalers to become hub suppliers
- Recruit and develop positive relationships with community groups
- Support community groups and suppliers to resolve any potential issues in the running of hubs
- Support groups to identify accessible venues and produce suppliers and actively facilitate this progress of setting up the hubs - being on hand to groups and suppliers to ensure the process goes smoothly
- Update and maintain supplier and hub database including data and KPI information
- Record and collect evidence of hub activity in line with project guidelines and indicators
- Support project delivery - support the project to keep on track with activity and KPI's
- Identify linkages and add value across the hubs and proactively develop these ideas
- Ensure that best practice is shared across the area through developing case studies, learning exchange events, study visits
- Write progress reports highlighting key project achievements in line with overall programme performance indicators for funders and programme stakeholders
- Share project communication with the team to feed in to programme communication plan design and delivery
- Attend steering group meetings to report on project progress
- Regularly update social media and on line platforms with project progress
- Maintain a professional and positive relationship with other members of staff and steering group members
- To undertake all reasonable additional activities as agreed with your line manager

Skills and experience to Include:

- A professional, proactive approach with excellent communication and organisational skills
- Project management skills and experience
- Experience of developing and delivering community or enterprise projects
- Knowledge of challenges and opportunities within Pembrokeshire/Carmarthenshire/Ceredigion
- A strong communicator with group facilitation skills
- Self-disciplined, with a positive, flexible attitude and approach to working on own initiative and able to work as part of a team
- High level of computer literacy
- Ability to work well under pressure and prioritise tasks proactively
- Excellent administration skills
- Full car driving licence and the use of a suitable vehicle for work.

Job Working Environment:		
	Essential	Desirable
<ol style="list-style-type: none"> The post holder will be normally office based but is expected to often spend time working in the community. The post holder may be required to work evenings and possibly weekends. The post holder will need to hold a valid driving licence and be prepared to use a car for work. 		
<p>Experience</p> <ol style="list-style-type: none"> Experience in project development and delivery and/or the support of funded projects Relevant experience of working in a collaborative manner with a different range of stakeholders Experience of building and maintaining relationships within community groups and networks <p>Knowledge</p> <ol style="list-style-type: none"> Knowledge of Pembrokeshire and issues facing rural communities Knowledge of grass roots community development methodologies and how to link project delivery to Wellbeing of Future Generations Act <p>Skills</p> <ol style="list-style-type: none"> Willingness to positively engage and take accountability within the role Project management skills and experience Skills in developing and delivering community or enterprise projects Excellent communication and organisational skills Community and/or group facilitation Self-disciplined, with a flexible attitude and approach to working on own initiative and able to work as part of a team Ability to work well under pressure and prioritise tasks proactively High level of computer literacy Excellent administration skills with attention to detail and recording data Ability to speak Welsh Commitment to the values and ethos of PLANED 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p></p> <p>✓</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>✓</p>

Note: This job description is provided to give a broad outline of the activities of the post. PLANED may require other duties to be undertaken which are not necessarily specified in the job description, but which are commensurate with the scale of the post. The job description may be amended from time to time within the scope and level of responsibility relevant to the post.