



# Project Officer

## Role of the Project Officer

The Project Officer will report to the ENCAP Steering Group, and will have responsibility for co-ordinating and supporting the smooth delivery of the ENCAP Programme and resources.

## Draft Job Description

### EAST NEUK COMMUNITY ACTION PLANNING PROGRAMME

Title: ENCAP Project Officer

Hours of work: 21 hours/week (flexible as required). Evening and weekend working is expected as the norm.

Length of contract: initially 18 months

Salary: £25,000 (pro rata for 21 hours)

Responsible to: The nominated representative of the ENCAP Steering Group

### BACKGROUND

ENCAP is a Scottish Charitable Incorporated Organisation, established in 2014 to support communities in the East Neuk and Landward area of Fife to prepare community action plans, and to work together in the preparation of a long term vision and strategy for the East Neuk.

ENCAP has researched, consulted on, and developed a programme to provide the resources and support required for communities to prepare community action plans. As part of that process we are looking to recruit Project Officer.

### AIM:

The overall aim of the post is to support the successful delivery of the East Neuk Community Action Planning programme 2015 - 2016

### OBJECTIVES:

- Ensure the high quality and timely delivery of all aspects of the ENCAP programme as specified in the STAR Report and Toolkit
- Effective communication and information about the ENCAP programme with communities, agencies, community agents, and the ENCAP Steering group
- Enable & support a team of Community Agents, who will be supporting the delivery of the ENCAP process with communities
- Co-ordinate the financial resources of the ENCAP Programme, including accounting for expenditure, preparing reports and making applications and claims to funding bodies

### TASKS:

- 1 - High Quality and Timely Delivery of ENCAP Programme
- Promote the ENCAP programme to communities, inviting applications to participate
  - Work with the ENCAP Steering Group to select participating communities
  - Liaise with the STAR Development Group to assist in ensuring all elements of the Community Action Planning process are completed in a timely fashion and to a high level of quality
  - Ensure all elements of the East Neuk Visioning process are fully developed and implemented, including visioning workshops and follow on activities
  - Develop and implement a system to monitor and report on progress
  - Report to the ENCAP Steering Group on a regular basis



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### 2 - Effective Communication and Information

- Produce regular information updates for communities and agencies, using different and appropriate communication methods (newsletter, email, website, facebook, meetings etc.)
- Liaise on a face to face basis with communities, Fife Council, Fife Rural Partnership, Fife Voluntary Action and other groups and individuals as required to ensure the smooth running of the programme
- Arrange, promote and facilitate networking opportunities for communities and agencies including events based on common topics identified in Community Action Plans
- Arrange and promote Visioning events and follow on activities
- Prepare press releases and keep the local (and national) press informed about the ENCAP Programme

### 3 - Enable & Support Team of Community Agents

- Assist in the recruitment and selection of a team of local people to work as Community Agents
- Participate in a training programme for the Community Agents provided by STAR Development Group
- Hold regular meetings with Community Agents to assist them in the delivery of ENCAP programme directly with communities
- Develop and implement time recording system for Community Agents to comply with funder's requirements
- Co-ordinate payment of Community Agents

### 4 - Co-ordinate Financial Resources

- Develop a system to record financial income and expenditure, and report to the ENCAP Steering Group
- Prepare timely and accurate claims to draw down funding as required
- Make funding applications for additional elements of the ENCAP programme as agreed with the ENCAP Steering group

### 5 - Person specification, skills & experience

- The ability to communicate and network effectively with people in the public, private, voluntary and community sectors;
- To understand the rural sector and effectively manage volunteers in a sensitive manner
- To have experience of working with communities in a supportive role
- Experience in voluntary work, fund raising, project and group management development work and writing of reports
- Excellent verbal, written and record keeping skills; proficient in IT and administration, with appropriate numeracy and accounting skills; Self motivator; able to work alone and as part of a team
- Able to use initiative, make decisions and take responsibility

### CONDITIONS OF WORK

- The position will be based in the East Neuk of Fife (base to be agreed)
- The post will be for 18 months to work on a part-time basis
- Hours will be 20 hrs per week; worked flexibly to accommodate meetings and to meet the needs of the volunteers, which may include evenings and weekends

Reporting Relationships: Community Agents, ENCAP Steering Group, community groups and organisations, partner organisations, STAR Development Group.