**Fife Voluntary Action**

**Project Officer – Superfast Broadband Project**

**Job Description and Person Specification**

**Post Title:** Project Officer – Fife Superfast Broadband Project

35 hours per week

**Salary:** £25,000 per annum, plus 7% non-contributory pension

**Duration:** Fixed-term, to 31 March 2016

**Location:** Cupar

**Reporting to:** Head of Community Development

**Main Purpose of Post**To support the development of a solution to the problem of broadband connectivity beyond the reach of certain rural communities in North East Fife. This partnership project includes Fife Voluntary Action, the East Neuk and Landward Joint Community Council Forum, Howe of Fife Communities and Community Broadband Scotland and aims to collect data and prepare a scoping document that will provide information for an organisation to engineer a solution for broadband provision.

**Main Duties**

1. Undertake large-scale community consultation across a designated area of Fife to determine service needs and geographical priorities, address concerns and encourage maximise uptake of the project’s services.
2. Work under the direction of the Head of Community Development at Fife Voluntary Action, and the Superfast Broadband Project’s Reference Management Team, meeting regularly to discuss targets and the project’s progress.
3. Engage with relevant partners across all sectors to promote and expand the services offered by the project.
4. Work under the direction of the reference management team to source, apply for, and draw down funding as appropriate, maintaining detailed and accurate records and writing reports as required by funders.
5. Liaise with Community Broadband Scotland generally, and its local community advisor in particular, to create a scope for the project that meets their goals as well as the needs of the community.
6. Publicise the activities of the project through press releases to traditional media outlets, and through websites, social media, mail shots, and such other platforms as are appropriate.
7. Support the project planning processes and ensure that timescales are adhered to by all parties.
8. Co-ordinate all parties including contractors, local representatives from each area within the project and all other stakeholders.
9. Any other tasks required to ensure successful delivery of the project.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time.

The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation’s business.

There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties. Time off in lieu arrangements will be put in place to ensure flexible working practices that benefit both the organisation and the employee.

**Person Specification**

Essential requirements:

* A good standard of formal education to Highers level
* A record of working at voluntary and/or community level
* Demonstrable relationship building skills and networking abilities
* Experience of remote working, utilising communication technologies and other practices in place of face-to-face communication and an office environment
* Excellent interpersonal skills and the ability to influence and motivate others
* Experience of recognised project management techniques
* Excellent presentational and written communication skills, including formal papers, minutes and reports
* Good IT literacy (particularly Word, Excel, Powerpoint, internet and e-mail)
* willingness to learn; work as part of a team and to help others
* efficient, self-motivated, and proactive, with good organisational skills
* a commitment to equal opportunities
* A valid UK driving license, flexibility to travel and access to personal transport

Desirable requirements:

* A degree or vocational equivalent in vocational field
* A European Computer Driving License qualification or equivalent
* Experience of establishing a new business venture
* Knowledge of project funding sources and application processes
* Practical experience of the realities of community life in rural Fife or a similar location
* Knowledge of training methods
* More advanced ICT skills including website development
* Technical knowledge of broadband networks and telecommunications delivery systems
* Experience with telephone and video conferencing