

Job Description

Job Title	Project Officer
Grade	Band G
Reporting To	Manager
JD Ref	BUS

Purpose

Develop and implement projects and activities that support the Council's Family's First Pathfinder Programme. The post holder will support the functions of the Pathfinder action partnership and work with partners, local businesses, communities and other stakeholders to develop and promote Family First Pathfinder initiatives and engagement activities. Work with key services within the council to develop, implement and monitor Family First Pathfinder projects.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

Communication, Engagement and Training:

- Support Family First Pathfinder community engagement to raise awareness, understanding and commitment to action across all organisations, businesses, and residents of Wirral.
- Work with community groups and interested parties across Wirral to support their Family First Pathfinder pledges and responses.

Data Analysis and Decision-Making:

- Identify, prepare and submit external funding applications to support Family First Pathfinder projects and activities, monitor and report on associated spend to the Programme Manager.
- To gather evidence and provide insight, analysis and recommendations when presenting findings on research undertaken.

Performance Management:

- To develop and deliver discrete projects within the Family First Pathfinder agenda, including monitoring, problem solving and reporting lessons learned.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

Other:

- To undertake any work in relation to delivery of the Family First Pathfinder Project, as requested by the Manager.
- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- Educated to degree level or equivalent qualification in a related discipline.

Desirable

- Hold or working towards a project management qualification.

Knowledge & Skills

- Demonstrate an empathy for issues relating to families across Wirral.
- Experience of managing complex projects and associated budgets.
- Organising events and event management (both physical and digital events).
- Demonstrate the ability to show initiative, effectively manage their own workload and problem solve as appropriate.
- Excellent analytical and numerical skills.
- Excellent IT skills, Microsoft Office and MS Teams.
- Excellent written and oral communication skills, with the ability to clearly communicate complex ideas or information to a variety of audiences.
- Ability to work under pressure and within timescales.

Desirable

- Experience of gathering data, assessing and providing analysis to inform decision making.
- Developing and sustaining effective partnerships - at regional and local levels with the public, private, community and voluntary sectors.
- Knowledge and/or experience of working within a behavioural change programme.

Experience

- Demonstrate a track record of planning, developing, implementing and monitoring projects.
- Experience of gathering data, assessing and providing analysis to inform decision making.



ACCOUNTABLE



AMBITIOUS



RESIDENT
FOCUSED



PROFESSIONAL

Desirable

- Developing and influencing policy, targets, strategy, and processes to achieve outcomes.

Additional Information

Postholder will be required to work/ attend events during some weekends or in the evening.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Approved By: Kerry Mehta

Date Of Approval: 9th May 2024



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