

## **Cymdeithas Aberaeron Society**

### **The Aberaeron Story: interpreting and presenting our History and Heritage**

#### **Job Title: Community Project Development Officer**

**Salary: £25,000/annum pro rata**

**Fixed term for 18 months, 3.5 days a week**

**Accountable to: Directors of Cymdeithas Aberaeron Society (CAS)**

**Accountable for: Project volunteers**

#### **Role Summary:**

The main purpose of the role is:

To manage and co-ordinate the Project, organising activities, events, projects, and meetings.

To oversee the administration of the project, managing the project budget and resources, fulfilling reporting and documentation requirements.

To work with CAS to identify opportunities for increasing the sustainability of relevant community heritage development in Aberaeron and the surrounding area, for example through further grant-aided funding.

#### **Principal Duties and Responsibilities**

- To maintain computer-based office systems, databases, mailing lists, financial systems and administrative procedures to enable the efficient and effective management of the project.
- To organise project events, activities and meetings including booking venues, publicising and marketing, organising facilities, catering, and evaluations
- To liaise with project consultants
- To recruit, manage, support and supervise the work of project volunteers
- To manage and monitor the project budget working with the CAS Treasurer and the Project Managers

- To attend relevant meetings with CAS Directors, the project Sub-committee, the Advisory Group and other key stakeholders
- To provide secretariat services for the project Sub- committee, the Advisory group and other stakeholder meetings, organising and attending meetings, preparing papers, taking and distributing minutes
- To undertake marketing for the project together with CAS Directors, including the creation of posters, leaflets, fliers, advertisements, press releases, liaising with the press and media
- To take responsibility for the production of reporting requirements, for e.g. evaluation, for the funding body and CAS
- With CAS Directors, to contribute to the strategic direction of the Society for the further development of community heritage activities in the Aberaeron area

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### Community Project Development Officer

**A: assess by application**

**I: assess by interview**

	<b>ESSENTIAL AND DESIRABLE CRITERIA</b>	<b>A</b>	<b>I</b>
Education & Qualifications (Essential)	Educated to degree level, or demonstrate equivalence in terms of experience.	✓	
Education & Qualifications (Desirable)	Postgraduate qualification in relevant field.	✓	
Knowledge (Essential)	Knowledge of project management techniques and practice.	✓	
	Knowledge of office administrative systems.	✓	
	Knowledge of the heritage sector.		✓
	Knowledge of community development.		✓
Knowledge (Desirable)	Knowledge of the local area, its history and heritage.		✓
Skills and Abilities relating to role (Essential)	Excellent communication skills both written and verbal.		✓
	Excellent organisational skills, able to manage own time and prioritise work tasks effectively.		✓
	Excellent ICT skills including word-processing, excel, databases, email and web skills.		✓
	Ability to maintain and update a website.		✓
	Ability to manage and monitor budgets.		✓
	Ability to supervise volunteers, allocate tasks and ensure high standards of performance are met.		✓

	Ability to learn new skills and specialist software packages quickly.		
Skills and Abilities relating to role (Desirable)	Good spoken and written Welsh.		
Personal skills and attributes (Essential)	<p>A strong interest in community heritage development.</p> <p>An ability to bring ideas and enthusiasm to the role.</p> <p>A positive attitude and commitment to quality and excellence in all aspects of the role.</p> <p>A commitment to problem solving and finding creative solutions.</p> <p>An interest in working with a wide range of people in the community.</p>		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Personal skills and attributes (Desirable)			
Experience paid / unpaid (Essential)	<p>Experience of working in an administrative environment, establishing systems and processes to ensure smooth running.</p> <p>Experience of allocating and monitoring work tasks to colleagues or supervising others.</p>	<p>✓</p> <p>✓</p>	
Experience paid / unpaid (Desirable)	Experience of managing time-limited projects	✓	
Other Requirements (Essential)	Willingness to travel, and work occasionally outside office hours, e.g. events and meetings at evenings and weekends as required (with the provision for flexible working for time in lieu)	✓	
Other Requirements (Desirable)	Clean driving licence, and access to car for project-related travel.		✓