



Post title: Senior Projects Officer

Hours of work: 37 hours per week, flexible to the needs of the contract

Salary: £32,000 per annum

Duration: 12 months

Responsible to: Programmes Manager

Supervising of: Project staff

Location: Based at MVA, Chatham

Aims: To oversee and deliver programmes/projects awarded to MVA and provide oversight to project staff allocated to them. Reporting to the Programmes Manager, plan, execute, supervise and report on programmes/projects ensuring best quality delivery and working within budgets and timescales.

Major Duties

- Ensure the delivery and completion of assigned programmes/ projects in line with MVA priorities and procedures, compiling and submitting status reports to the Programmes Manager.
- Develop detailed programme plans to meet the aims of the project, revise based on changing needs and requirements.
- Support the Programmes Manager in monitoring budgets of assigned programmes/projects.
- Manage processes for report compilation and draft and/or review reports within set timescales
- Assign and monitor the tasks of project staff, so that workflow remains on schedule and to standard.
- Support project staff with daily queries in relation to project delivery and provide supervision as required.

- Develop new and maintain existing relationships with community organisations to enable their participants/ service users to be easily engaged in programmes/ projects.
- Support the Projects team with the delivery of events/initiatives to launch and showcase projects/programme including the compilation of programme/ presentations as required.
- Support team members to maintain the highest possible standards through leading by example, supporting them to develop excellent customer relations and communication skills
- Identify potential funding bids and opportunities available to further the work of MVA.

Promotion, quality assurance, monitoring and reporting

- Undertake activities, including the compilation of presentations, to promote programmes and projects delivered by the organisation - including attending events, advertising and PR opportunities as required.
- To be responsible for monitoring work against KPI's and outcome targets delivered by project staff including preparation of reports and statistics for the Programme Manager as required.
- Establish monitoring and tracking processes to ensure that records are accurately maintained as per the project requirements.
- Provide Programmes Manager with regular updates on the programmes of work across the Project Team
- Undertake quality assurance checks to ensure that all aspects of project delivery are being adhered to including relevant permissions and consents required.
- Engage with national and local activities as directed by the Programme Manager and identify any new trends and initiatives.

General

- To work within the framework defined by the MVA Equal Opportunities, Safeguarding and Health and Safety Policies
- To attend support and supervision sessions with your line manager
- To attend training relevant to the role and agreed with your line manager
- To perform additional duties that fall within the scope of your role as delegated by the Chief Executive
- To complete CRM entries in a timely manner.

Person Specification

	Essential	Desirable
Experience	Delivering and supporting the management of programmes/projects throughout their life cycle	Interest in community development and its value to Medway and beyond
	Experience of supervising staff, providing support and motivation to achieve positive outcomes.	Awareness of health-related developments e.g. new structures such as Health and Care Partnerships and other Statutory sector shifts in a post Pandemic UK, and how they impact on the Voluntary and Community Sector
	Experience of Programme/Project tools for monitoring, evaluation and reporting using a range of techniques and software	Quality assurance experience
	Effective networking with a range of partners and managing stakeholders relationships.	
	Demonstrated ability to work on own or as part of a team Working as part of a team	
	Experience in delivering events, including the provision of marketing and promotion	
Knowledge	Knowledge of, or experience with, working in the voluntary and community sector	Knowledge of Health Inequalities and health related outcomes.
	Data protection regulations and confidentiality	
	Knowledge and demonstrable understanding of equality, diversity and inclusion and a commitment to EDI practice	

Skills	Well-developed ICT and digital communication Skills, able to use a number of software packages	
	Ability to manipulate and understand a variety of data sets and report on the same.	
	Active listening and analytical skills	Good researching skills
	Excellent written and verbal communication skills, including report writing, presentation skills and negotiating skills.	
	Excellent interpersonal skills	
	Able to prioritise and manage a complex and varied workload	
Personal	Being a self-starter with a strong work ethic	Interest in community development and its value to Medway and Swale
	Ability to travel independently within the service area	
	Commitment to quality, responsibility, high work standards and initiative	
	Flexible approach to working hours	
	Well-developed organisational and administration skills	
	Flexible approach to working with others and a committed team player	