



Project Officer / Junior Project Manager

Salary: £25k FTE

Hours: 30 per week (flexible working)

Start date: Immediate for a 9 - month contract

Secondment will be considered.

An opportunity to become a part of a high-profile pilot of 2 exciting projects. The Oliver McGowan Mandatory Training (OMMT) and the Positive Behaviour Support (PBS) qualifications pilot.

You will quickly become a key team player in the delivery of the projects. This is your chance to join an amazing charity, Bild a learning disability charity that is committed to ensuring everyone has the same rights and opportunities, whilst further developing your own skills.

The role may suit someone who is looking for an interim project management role or who is looking to transition into their first project management role after supporting other projects.

Job Purpose: To support the Senior Responsible Officers and senior project managers with the development and delivery phases of the OMMT and the PBS qualifications

Key accountabilities:

Working with the project and delivery managers you will:

Assist the project delivery manager in developing relationships with external partners and stakeholders to improve engagement in the project and organise meetings and events.

Undertake monitoring, reporting and administrative role maintaining good records of activity and interpretation progress against the agreed OMMT and PBS Diploma action plan and budget

Provide timely information on progress, assisting in completing OMMT and PBS Diploma progress reports.

Support and maintain key project documentation including the project plans and risk register

Communicate to a range of people. including people with learning disabilities and autistic people

Work in dispersed, multi- agency team

Keep stakeholders updated on the progress on the project.

Report to the OMMT project and Diploma delivery manager.

Perform within targets and timescales.

Raise awareness of the project, working with Communications writing strong and engaging copy to inform all stakeholders and using all communication platforms to share the news.

Strong writing skills to create web, social media and internal content.

Ensure that the capturing of any data meets the requirement of the General Data Protection Regulations (2018).

Collate, update and disseminate training materials as required.

Follow Bilds safeguarding policy and report any concerns in accordance with the safeguarding procedures

Actively participate in supervision and appraisal sessions, identifying your own learning and development needs and participating in learning activities relevant to the charity's commitment to providing high quality services.

Work at all times with due regard to the policies and procedures of the charity, including financial regulations.

Carry out other tasks as reasonably required

Qualifications, knowledge and experience required

Able to work remotely to professional standards

Skills:

- Exceptionally strong administration skills (essential)
 - Worked in a project management environment for at least 2 years (essential)
 - Knowledge of project management methodologies (essential)
 - Commitment to working with Bild's mission and values (essential)
 - Worked in the not-for-profit or charitable sector (desirable)
 - Experience of working in a small to medium enterprise (desirable)
 - Recognised Project Management qualification or equivalent (desirable)
 - Motivated and solution focussed approach (essential)
 - Team player (essential)
 - Experience of using Learning Management Systems (desirable)
 - Trained and experienced in the use of MS Office software, including SharePoint and Teams (essential)
 - Experience of personal or professional support of people with a learning disability and/or autistic people (desirable)

- Experience in planning and organising training & events (desirable)
- Experience in presenting to different audiences (desirable)
- Knowledge of GDPR regulations – or a willingness to learn to a high standard.