



## **Bild Project Officer / Co-ordinator**

**Salary:** £20-23k FTE

**Reports to:** Operations Director

**Hours:** 30-37.5 hours per week considered (flexible working)

**Location:** Hybrid working. Must be within 2 hours of South Birmingham. (1 day per week to be based at Bild Head Office, South Birmingham)

**Start date:** ASAP

You will quickly become a key team player in the delivery of Bild 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. We are looking for someone who is interested in improving people's lives and has good experience of supporting projects.

### **Job Purpose:**

To support and work in partnership with the Senior Responsible Officer (SRO) on to ensure the smooth operational delivery of key Bild grant funded projects and other projects such as large training contracts or internal projects

### **Key accountabilities:**

- With the SRO / senior leadership support clear project goals, timeframes, budget, deliverables, and success criteria
- With the SRO support clear internal project roles and responsibilities are documented and communicated
- Identify any risks and mitigating actions
- Coordination of internal resources to ensure projects are completed on time and to budget
- Supporting project SRO to ensure positive and productive relationships with external stakeholders
- Arrange project meetings as necessary
- Report to SLT on all grant funded projects identifying any risks
- Assist the SRO 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 project action plan and budget

- Provide prompt information on progress, assisting in completion of progress reports.
- Support and maintain key project documentation including the project plans and risk register
- Report to the relevant SRO and on each project and support Operations Director to develop summary of key projects and training contracts (database)
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- 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

- 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 needed.
- Follow Bild's 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 taking part 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 needed

## **Person Specification**

### **Experience:**

- Significant experience of successful delivery of projects (essential)
- Worked in a project management environment for at least 2 years (essential)
- Worked in the not-for-profit or charitable sector (desirable)
- Experience of working in a small to medium enterprise (desirable)
- Experience of personal or professional support of people with a disability or of education, health or social care (desirable)
- Experience in planning and organising training & events (desirable)
- Experience in presenting to different audiences (desirable)
- Confident working with a wide range of stakeholders (essential)
- Experience of project management in a portfolio management environment (desirable)

### **Knowledge & Skills:**

- Highly organised with exceptional planning and administration skills (essential)
- Knowledge of project management methodologies (essential)
- Recognised Project Management qualification or equivalent (desirable)
- Motivated and solution focussed approach (essential)
- Experience of using Learning Management Systems (desirable)
- Trained and experienced in the use of MS Office software, including SharePoint and Teams (essential)
- Able to work remotely to professional standards (essential)
- Knowledge of GDPR (General Data Protection Regulations) regulations – or a willingness to learn to a high standard (essential)
- Ability to identify potential problems and solutions (essential)

### **Values:**

- Team player with track record of building positive relationships (essential)
- Commitment to working with Bilds mission and values (essential)
- Highly collaborative and solution focused (essential)
- Commitment to improving people's lives (essential)
- Results and impact orientated (essential)
- Inclusive of people with disabilities and of different backgrounds (essential)

