



Job Description and Person Specification

Job Title:	Project Officer
Responsible to:	Associate Director, Forever Consulting
Hours of work:	Full Time 35 hrs per week
Salary:	£18,000 to £24,000 per annum
Other terms:	30 days holiday a year plus bank holidays and up to 3 extra days off at Christmas, 7.5% employer contribution to pension scheme

About Forever Consulting

Forever Consulting provides social and economic research and consulting services across the UK and Ireland. We work with public, private and third sector organisations who are looking to achieve true social value through regeneration, development, procurement and public service. We do this by providing robust, independent and evidence-based advice.

Our core service offer includes research, strategy, social and economic impact assessment, evaluation and performance management, community and stakeholder engagement.

We are a trading subsidiary of Forever Manchester. All surpluses from Forever Consulting are reinvested into local grassroots community activity.

About Forever Manchester

Forever Manchester is the only charity that raises money to fund and support community activity across Greater Manchester. We believe that connected communities make stronger, happier communities, so we love any activity that brings people together.

Since Forever Manchester was established in 1989 we have delivered over £53 million into local communities, benefiting 1.2 million people. All of the money raised for Forever Manchester is used to fund and support over 1,000 community projects each year.

Duties

Research

- Gather socio-economic data on places from government sources to help inform baselines
- Support the Associate Director in developing the online engagement platform “bang the table” and assist with training for the wider team
- Undertake stakeholder mapping through desk based research
- Provide relevant, analytic and comprehensive reporting where required
- Undertake literature reviews

Project support

- Set up and attend meetings, workshops and focus groups
- Help facilitate consultation activity
- Provide administrative support at meetings
- Create visuals and infographics
- Preparing materials, e.g. brochures, flyers, etc

Administration support

- Support the Associate Director to pull information together for proposals and tenders
- Update the Forever Consulting team’s CVs
- Undertake tender searches
- Format reports and power point presentations
- Collect project contact data and upload onto Salesforce
- Work with the marketing team to ensure Forever Consulting is appropriately and effectively promoted
- Work with the marketing team to ensure the website is up to date
- Social media activity

General

- Build and maintain effective working relationships with external stakeholders
- Build and maintain excellent internal working relationships
- Develop and maintain your knowledge of the key organisations and policy agendas relevant to the fields of regeneration, economic development and community development.
- Represent Forever Consulting at meetings and focus groups
- Represent Forever Manchester at events as required
- To undertake similar duties as required

Knowledge and skills required

- Evidence of strong interpersonal and listening skills with the ability to communicate effectively with people from a wide range of backgrounds (both on the phone and in person)
- Evidence of being able to plan and manage own workload
- Works well with colleagues in a team environment
- Use of a wide range of communication skills, including oral, written and presentation
- Must be conversant in MS Office Excel, Word and PowerPoint.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform.

Forever Manchester – Our Behaviours

Flexibility - Having flexibility means you are willing to adapt your thinking and behaviour to suit different situations. You see the value of alternative views to issues and are enthusiastic and supportive of change. This includes being able to change your plans quickly in order to react to changing circumstances.

Initiative - Initiative means you are able to anticipate situations and problems, finding appropriate solutions and grasping opportunities. You are able to take appropriate action that potentially adds significant value to Forever Manchester and represents your contribution distinctly.

Passion - Having passion means believing in the organisation and contributing to its' success by setting yourself high standards to work to and striving to exceed your performance objectives in order to achieve quality and excellence in all aspects of your work. Your focus is on getting work right first time, continually checking for accuracy and demonstrating a willingness to tie up loose ends so a task is fully completed.

Sense of Humour - Forever Manchester strives to be a place where people are happy and have FUN! Having a sense of humour supports this ethos and encourages all staff to enjoy their work in a positive and playful manner.

Team Working - A good team player fits in with the team, developing effective and supportive relationships with their colleagues by showing them consideration and creating a sense of team spirit.

Enthusiasm - Having enthusiasm means that you have a positive approach to the work that you do. You are keen to deliver quality work and always undertake your tasks with drive and commitment.