Job Description

Job Title:	Senior Project Officer	**Job Level:**	2A	**Job Ref:**	364/365
Directorate:	UK Operations	**Region:**	Northern Ireland		
Reports to:	Operations Leader	**Directly Responsible for:**	Seasonal project officers, Volunteer Officers and Key Volunteers		
Location:	Belfast				

Department Purpose

- TCV's Operations Team connects people together to protect and restore nature, delivering lasting benefits for both.

Role Overview

- A Senior Project Officer is responsible for the operational delivery of TCV projects, requiring good organisational and people skills, and additional project skills, knowledge and experience.
- The role supports delivery of projects that protect and restore local environments / improve people's health and wellbeing through nature connection / develop conservation and green skills in Greater Belfast area
- I Can Grow Belfast This 5 year community food-growing project brings together TCV, three Community Food Hubs, an I can cook programme and local partners across Belfast and Lisburn to help households grow, cook and share fresh food. Prioritising communities experiencing food insecurity and deprivation, it provides accessible growing kits, practical workshops and ongoing support, enabling people to progress from home growing to wider community action. The programme aims to build skills, strengthen community connections and encourage healthier, affordable, lower-carbon food choices
- Funding for I Can Grow Belfast has been awarded by The National Lottery Community Fund. Many thanks to National Lottery players for making the funding possible.

Key Role Responsibilities

Resource Management and financial Responsibilities

Project – the Senior Project Officer:

- Is responsible for operational delivery and oversight of a successful, safe TCV project to a high standard.
- Is required to report and/or address issues arising as appropriate in line with guidance provided.
- Is expected to support TCV's financial position through careful cost management of projects, ensuring work is carried out in an effective and efficient manner.
- Will have delegated income generation responsibility, and will be expected to promote TCV, raise awareness and identify local opportunities for additional funding. This will include contributing to funding bids/taking forward income generating ideas at local level.
- Will have formal delegated budgetary responsibility typically on the basis of a project specific job code.

People – the Senior Project Officer:

- Will lead and coordinate the work of volunteers
- Can manage Sessional Workers, Volunteer Officers and Key Volunteers.

Property – the Senior Project Officer:

- You will be responsible for the safe use and ongoing maintenance of a broad range of tools, equipment and materials relevant to the project being delivered. This is likely to include IT equipment, vehicles, premises, PPE and uniforms.

Working Relationships and Communication

You will:

- Provide volunteers with support, guidance and on the job training to for the projects on which you are working.
- Supervise the work of, and provide guidance to Sessional Workers, Volunteer Officers and Key Volunteers, including the provision and/or arrangement of relevant training to best meet TCV and project requirements.
- Work collaboratively with colleagues across your TCV team and wider functions.
- You will support TCV's Volunteer Programme through identifying opportunities for volunteers, supporting recruitment and providing a high-quality volunteering experience for people working with you on your project(s), to make sure they have a positive experience through their involvement with TCV.

You will:

- Have regular interaction with a range of other people and groups depending on the nature of your project. This might include the general public, partners, funders, suppliers, and contractors.
- Promote the work of TCV and your projects with the local community to ensure relevant engagement and continuity of the programme of work.
- Represent TCV at community or partner meetings and public events relating to your project, sharing relevant information and ensuring project objectives are met.
- You will be expected to manage these external relationships to develop and enhance a range of local partnerships.

Autonomy, Complexity and Risk

- You are the most senior operational delivery role holder for delegated projects. You will lead your assigned projects with reference to TCV established policies and procedures, applying these to best meet particular project requirements within broad guidelines provided.
- You are expected to work with minimal supervision but apply judgement to escalate issues to your line manager for relatively more unique or challenging situations.
- You are responsible for risk assessments, safety, and safeguarding in line with TCV's policies and procedures.
- You are also responsible for making sure that all project objectives are met, including funder-related requirements and taking into particular account those elements of the project(s) which set it apart from more 'standard' programmes of work, e.g. theme and/or nature of volunteers involved.

Planning and Reporting

- You are responsible for planning and implementing project delivery to meet the agreed objectives and deadlines for your assigned projects.
- This includes the collection and provision of timely and accurate information about the project to be used for internal and external reporting.
- As well as completing task reports, this includes required reporting for funders and partners.
- In addition to project planning and reporting, you are expected to directly contribute to planning for ongoing improvements, such as making recommendations for how processes could be more effective.
- You will need to use TCV data systems to record information about all aspects of the project(s), including volunteers, to enable the success of your project(s) to be monitored.

Additional Responsibilities

- Your main focus is on delivery of your projects, but you might be asked by your line manager to carry out some other activities as appropriate to the level and nature of your post.
- Additional activity might involve contributing to support the smooth running of TCV's operational delivery in line with overall local, regional and TCV wide strategy and plans.
- You are required to adhere to TCV's policies and procedures, including Health and Safety, GDPR, and Safeguarding at all times.

TCV Values and Behavioural Framework

Our Values:

- Make stuff better.
- Make a positive environmental impact.
- Crack on and muck in.
- Make a difference.
- Be the best that we can be.

How we demonstrate our values through our day-to-day work is outlined in our supporting behavioural framework. This framework forms part of our annual performance and development review (APDR) process

Regulatory Requirements (delete as applicable)	
Criminal Record Check and Self Disclosure, either • Basic / Enhanced / Enhanced + Barred List / Children / Adult / Children and Adult	• **Full UK Driving Licence -** car and small van / minibus / minibus + trailer • **First Aid at Work Certificate -** (or willingness to do the training)

Person Specification

	Essential	Desirable
Education / Qualifications		
A good general standard of education, typically including GCSEs passes in English and Maths or equivalent or equivalent relevant experience.	X	
NVQ Level 3 or equivalent qualification or equivalent relevant experience.		X
Additional qualification or training specifically related to the nature of project delivery.	X	
Experience		
Experience and a keen interest in TCV's core objectives of conservation and health and wellbeing.	X	
Working with volunteers in a coordination capacity, including the provision of guidance to ensure project objectives are met.	X	
Prior experience in a similar role, including directly relevant experience to the nature of the project assigned.	X	
Planning and implementing practical projects or services.	X	
Previous experience in a relevant not-for-profit / funded organisation.		X
Experience to put forward recommendations for ways in which project delivery efficiencies and effectiveness could be improved.		X
Knowledge, Skills and Abilities		
Proven ability to plan and coordinate the work of others to ensure project objectives are met (multiple projects for 2B level roles).	X	
Proven ability to manage a project budget (multiple for level 2B roles).	X	
Ability to oversee the safe use of a range of project-related tools and equipment.	X	
Knowledge and skills specific to the particular nature of the project assigned.	X	
Ability to apply appropriate judgement in implementing policies and processes, adapting where relevant to do so.	X	
Ability to monitor and evaluate relative project success through writing progress reports and drawing upon relevant analysis to inform project reporting and monitoring, using a range of IT and other systems as appropriate.	X	
Ability to proactively support TCV's local income generation objectives.	X	
Knowledge of the particular challenges faced by a funded / volunteer-based organisation.		X
Personal Characteristics		
An effective communicator - including supporting and advising a team.	X	
Strong relationship management focus, including engaging with a range of external stakeholders to further the interests of the project(s) and wider organisation.	X	
A highly organised approach.	X	
Have a keen interest in the objectives of TCV and our overall objectives.	X	