

Job Title: Project Officer

Salary: £18 per hour

Contract Type: freelance – 13 week contract, running Jan-March 2022.

Hours per week: 12

Working pattern: Flexible (occasional evening and weekend work may be required)

Accountable to: Leominster Town Council

Reports to: Town Clerk, Leominster Town Council

Job Summary

To develop and deliver an event to promote Leominster's Independent retailers, working in collaboration with local business owners and Town Council representatives.

Leominster is home to a large number of independent businesses, many of which have been significantly affected by the impact of the 2020/21 covid pandemic. This project will support and promote local businesses in covid-recovery, producing the following outputs:

- an independent retailers shopping event in March 2022, supported by free parking and appropriate promotional materials.
- promotional calico bags, encouraging shoppers to support Leominster's independent retailers.
- the development of a Leominster Business Group and formal communication channels to support future consultation and collaboration with business owners and retailers in Leominster.

The Project Officer will lead event development, management, implementation and related consultation with local businesses. This post has been funded by the Welcome Back Fund (WBF) from Central Government provided through the European Regional Development Fund.

Key Duties and Responsibilities

Event Management and Delivery

- Work with Town Council representatives and local businesses to develop and deliver an event to support and promote Leominster's independent retailers.
- Consult with local business owners on the format, aims and scope of the independent retailers' event.
- Organise, facilitate and minute project meetings.
- Arrange all relevant event permissions, including free parking in town centre car parks.
- Work within Leominster Town Council's procurement policies and financial procedures.
- Ensure that all project events and meetings adhere to Leominster Town Council's health and safety policies, including the production of appropriate risk assessments.

Community Engagement and Consultation

- Create and nurture positive relationships between the Town Council and local business owners.
- Produce and implement a Communication and Marketing Strategy for the project.
- Develop promotional materials to support the independent retailers' event and other associated project activities.

Evaluation and Monitoring

- Work with Leominster Town Council to produce an Evaluation and Monitoring Strategy for the project.
- Implement the project's Evaluation and Monitoring Strategy, by collecting the data required to monitor the project against key indicators, outputs and milestones.
- Produce progress reports at review points throughout the life of the project.
- Produce and maintain adequate project records

PROJECT OFFICER - PERSON SPECIFICATION

	Essential	Desirable
Educational qualifications	<ul style="list-style-type: none"> • Good general education: 5 GCSEs or equivalent including Maths and English • High level of literacy and numeracy 	
Work Experience	<ul style="list-style-type: none"> • Evidence of ability to prioritise work, set targets, and achieve positive outcomes. • Evidence of ability to organise and manage resources effectively. • Project management experience, including finance. • An understanding of Health & Safety. 	<ul style="list-style-type: none"> • Experience working with businesses and retailers. • Experience working in the local area. • Events management experience.
Communication	<ul style="list-style-type: none"> • Excellent oral and written communication skills, including an ability to relate to, and communicate with a wide range of stakeholders. • Ability to report to Council members and other stakeholders in a timely and coherent manner, including report writing and analysis. • Experience using social media platforms. • Experience running/hosting meetings. 	<ul style="list-style-type: none"> • Experience producing press and marketing materials. • Experience running stakeholder consultations.
Information Technology	<ul style="list-style-type: none"> • Experience with Microsoft Office applications. • Experience hosting online meetings/events. 	<ul style="list-style-type: none"> • Previous experience producing and uploading website content.
Personal Attributes	<ul style="list-style-type: none"> • Able to work on own initiative without supervision and within a small team environment. 	<ul style="list-style-type: none"> • An interest in economic development and/or community projects.

	<ul style="list-style-type: none">• Ability to deal with several different strands of work concurrently and organise work.• Flexible and adaptable	
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Note: Assessment of whether criteria are met will be from the application submitted followed by interview where appropriate. In respect of qualifications original certification will be required.