



## Employment Opportunity Project Officer (Trainees considered)

<b>Salary:</b>	£20903 - £22911 (pro rata & dependent on experience)
<b>Hours of Work:</b>	25-37 hours per week (Negotiable)
<b>Location:</b>	Based in Blackburn with travel across Lancashire
<b>Term:</b>	Permanent (subject to funding)

We are really excited to be recruiting a Project Officer to join our dynamic & friendly team. We are looking to recruit someone to develop and deliver a variety of projects which aim to address inequalities and create access to opportunities for those whose ethnicity and culture can be a barrier to engagement and participation.

You will either have an existing background in community-based projects or be someone that has transferrable skills and is looking for a new challenge (training provided). If this sounds like you, we would love to hear from you!

We are a registered charity, which has been supporting communities and individuals in Lancashire for over two decades and we are now undergoing a period of growth and are looking to expand.

Apply by sending in a CV with an accompanying letter (no more than 3 pages long) telling us why you are interested in working with us.

We will be actively reviewing applications ahead of the closing date, so apply early!

Shortlisted candidates will be invited for an interview, in the format of a "Brew & Chat" with the team.

Send your CV and letter to: [office@lancashirebmenetwork.org.uk](mailto:office@lancashirebmenetwork.org.uk)

### For more information you can:

- Call our office on 01254 392974
- Email us: [office@lancashirebmenetwork.org.uk](mailto:office@lancashirebmenetwork.org.uk)
- Visit our website: <https://lancashirebmenetwork.org.uk/vacancies/>

**Closing date for applications: Monday 7th of March 2022 @ 5pm. Shortlisted candidates will be notified by the 11th of March 2022.**

*Lancashire BME Network is an equal opportunities employer.*

Charity Number 1136057

Daisyfield Business Centre, Appleby Street, Blackburn, BB1 3BL

**JOB DESCRIPTION**

<b>Job Title:</b>	Project Officer (Trainees considered)
<b>Reporting to</b>	Project Manager
<b>Responsible for</b>	Project delivery
<b>Salary</b>	£20,903 - £22911 (pro rata & dependent on experience)
<b>Hours</b>	25-37 hours per week (Negotiable)
<b>Holidays</b>	27 days, plus Bank Holidays
<b>Duration</b>	Permanent subject to funding
<b>Pension</b>	5% Employers Contribution
<b>Location</b>	Based in Blackburn and covering Lancashire
<b>Outline of Post</b>	Reporting to the Project Manager the project officer is required to deliver on tasks and projects associated with various services and work streams across Lancashire.
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Plan, prepare and deliver projects including completing all associated paperwork and reporting requirements.</li> <li>• To co-ordinate development and delivery of activities that support individuals, groups, and communities to access to opportunities.</li> <li>• Through community engagement and networking, recruit beneficiaries for various projects ensuring they meet any eligibility criteria.</li> <li>• Work with beneficiaries across projects to identify needs by utilising various tools and techniques.</li> <li>• To support colleagues across projects and workstreams.</li> <li>• To contribute to the strategic development and delivery of the organisation through identifying opportunities for partnership working.</li> <li>• To contribute to the overall development of the organisation.</li> <li>• To undertake any relevant training for the role.</li> </ul>
<b>General responsibilities:</b>	<p>To comply with all LBN's policies, including Health and Safety, Confidentiality and Equal Opportunities.</p> <p>To participate in LBN's promotional and social events; working with the Chief Officer and other members of staff.</p> <p>To contribute to the mission of LBN to ensure the continuity of the organisation.</p> <p>To perform other tasks associated with the job description as delegated by your line manager.</p> <p>To undertake hospitality duties for LBN visitors.</p>



	<p>To maintain a clean and safe working environment. To undertake any training as deemed necessary for the role.</p>
<b>Flexibility Clauses:</b>	<p>The nature of this post will require flexibility to meet urgent needs as they arise, this may entail occasional weekend or evening work.</p> <p>This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties, which may have to be varied (after discussion with the post holder) subject to the needs of the service, and in keeping with the general profile of the post.</p> <p><b>Note:</b> The Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management’s discretion in the future. As a general term of employment, LBN may affect any necessary change in job content, or may require the post holder to undertake other duties at any location in the organisation’s service, provided that such changes are appropriate to the employee’s remuneration and status.</p> <p>As a term of your contract of employment, LBN reserves the right to vary your hours of work &amp; require you to work outside the range of your ‘typical working arrangements’ specified in your Statement of Particulars. This will also include weekend working. LBN reserves the right, at its discretion, to affect this condition of your employment. Should this be necessary, you will be given reasonable notice of any proposed changes.</p>

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Qualifications, Experience, and knowledge</b>		
Experience or knowledge of delivering on community-based projects and services.	X	
Experience or knowledge of developing networks and partnerships. (Training can be provided)	X	
Experience or knowledge of supporting people in relation to education, employment, social inclusion and health and wellbeing.	X	
Experience of project development, delivery (Training can be provided)	X	
Knowledge of the needs of minoritised communities and the issues they face generally and in accessing services.		X
Experience of providing information, advice, and guidance	X	
<b>Skills / abilities and personal attributes</b>		
Planning and prioritising work to timescales and meeting targets	X	
Excellent communications skills (including written communications, face to face, group work and telephone)	X	
Able to manage a varied and complex workload	X	
Enthusiastic, quick learner and adaptable	X	
Excellent IT skills including use of Microsoft office and CRM systems	X	
<b>Other</b>		
Ability to work evenings and weekends		X
Driving Licence		X
Own Transport (insured for business use)		X