

HAYLE TOWN COUNCIL



Person Specification for Projects Officer

	Essential	Desirable
Educational Qualifications	<ul style="list-style-type: none"> • “A” Levels or NVQ Level 3 as a minimum • Relevant certificates such as PMP or PRINCE2 	<ul style="list-style-type: none"> • Degree or equivalent experience in project management, or in a related field • First Aid qualification and DBS checked
Experience	<ul style="list-style-type: none"> • Experience of working in a regeneration, bid writing position or similar role • Experience in securing finance and delivering projects • Experience of working with people in the public/private sector including project management • Experience of liaison and negotiation with partners including voluntary agencies • Knowledge or a demonstrated understanding of community engagement and equality and diversity 	<ul style="list-style-type: none"> • Experience working with the different tiers of local government or third sector • Experience of event safety management procedures. • Experience of providing reports to senior management. • Experience of managing event budgets. • Experience of income generation from event activity.

	<ul style="list-style-type: none"> • Experience with digital platforms, including social media, websites, and email newsletters • Ability to handle sensitive information and maintain discretion at all times • Ability to work effectively on your own and as part of a team 	
<p>Communication Skills</p>	<ul style="list-style-type: none"> • Strong skills in developing (and promoting brands through) social media channels • High level of creativity with the ability to produce visually appealing content • Outstanding written and oral communication skills • Implementation of communication plans • Ability to develop good working relationships • Experience of using IT to produce and share information • Strong organisation and prioritization skills including ability to manage own workload and use initiative. • Ability to monitor media coverage, identify and capitalize on positive news stories and, conversely, identify potential issues and draft media responses • Multitasking 	

Information Technology and Relevant Knowledge	<ul style="list-style-type: none"> • Good typing and word processing skills • Excellent general IT Literacy including use of internet and Microsoft Office: Word, Excel, PowerPoint, Access, Outlook and Website Maintenance Knowledge of Word Press • In-depth understanding of project management principles and methodologies. • Ability to develop detailed project plans, including timelines, milestones, and resource allocation. • Competence in preparing and presenting project status reports. • Designing graphics for digital platforms and for print (Adobe and/or Canva) • Ability to use effectively; all forms of social media • GDPR regulations 	<ul style="list-style-type: none"> • Awareness of the role of the Town Council and the local government environment • Knowledge of SEO and Google Analytics • Knowledge of social media analytics
Meetings	<ul style="list-style-type: none"> • Willingness to attend evening meetings when required 	<ul style="list-style-type: none"> • Practical experience of committees and minute and report writing
Personal Qualities	<ul style="list-style-type: none"> • Shows integrity • Enthusiastic • Confident, reliable and punctual. high level of self-motivation • Solutions-focussed approach • Creative and innovative 	<ul style="list-style-type: none"> • Full driving licence and use of own vehicle

	<ul style="list-style-type: none">• Meticulous attention to detail, ensuring accuracy and consistency in all communication materials• Ability to work collaboratively and flexibly as part of a team• Ability to deal with people, including the public and work colleagues in a professional, friendly and helpful manner• Ability to remain calm in challenging situations• Resourceful and creative individual who can operate in a challenging environment• Strong interpersonal skills with the ability to build and maintain relationships with community stakeholders, media and colleagues• Flexible and adaptable to changing circumstances• A flexible approach to working weekends and evenings to coincide with events or meetings• Commitment to quality service delivery• Trustworthy with confidential information	
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