

Job Description

Job Title:	Projects Officer
Terms of employment	Fixed term 12 month post
Salary:	£25,000 pro rata. A contributory pension scheme is available (subject to the successful completion of the probationary period)
Hours:	21 hours per week. Some unsocial hours may be required. Time off in lieu will be awarded in accordance with our policy.
Holiday allowance	25 days per annum + bank holidays pro rata
Supervisory responsibility	None
Location:	The Tiny Lives office, Newcastle upon Tyne
Manager:	Head of Tiny Lives

1 JOB PROFILE

The Projects Officer will work with parents, health professionals, and external organisations to develop and support the delivery of a range of services, funded by The Tiny Lives Trust, designed to support the families of premature and sick babies on the Special Care Baby Unit and after discharge.

The post holder has day to day responsibility for managing their workload and delivering the project with supervision. The role has no budgetary or line management responsibility and reports to the Head of Tiny Lives and works closely with the staff team. The scope of the role involves:

- Working with families and health services
- Project development and delivery
- Project management
- External relationships and liaison

Knowledge and Skills

- An understanding of the issues linked to prematurity and family well-being
- Strong interpersonal skills and the ability to work with a wide range of audiences
- The ability to communicate clearly and tactfully at different levels, both orally and in writing
- Flexibility to adapt work programme in response to changing circumstances and new opportunities
- Excellent prioritisation and personal time management skills including the ability to deliver work to agreed timescales and standards
- Good communication and presentation skills
- Able to work as part of a team and on own initiative
- An understanding of what equal opportunities means in relation to this post, and the ability to incorporate equal opportunities policies into all aspects of the work.
- Excellent IT skills, with good knowledge of Microsoft packages, databases and the internet

Qualifications

- Educated to at least A level standard

Experience

- Proven experience of working within health care or a related field
- Proven experience of working with decision-makers and clinical professionals in the health service and/or social services
- Experience of working collaboratively and in partnership with individuals, groups, organisations and stakeholders internally and externally
- Experience of delivering new initiatives with exacting deadlines, budget management and project management
- Demonstrable ability to quickly establish personal credibility, and to develop and maintain effective working relationships with groups and individuals with differing perspectives and agendas
- The ability to plan project-based work and manage multiple contracts
- Proven ability to manage multiple simultaneous projects involving different suppliers
- Experience of feeding into strategic planning to achieve and influence change, and of monitoring and evaluating quality and impact
- Experience of working with voluntary and community organisations and volunteers
- Experience of working positively in a diverse environment

General Attributes

- Understanding of and commitment to Tiny Lives' mission and values
- Willingness to travel within the region and work some unsocial hours
- Full UK driving licence

2 MAIN DUTIES & KEY RESPONSIBILITIES

Project Development & Delivery

The Projects Officer will take a lead role liaising with partners to develop, deliver and evaluate new projects funded by The Tiny Lives Trust. This will involve leading on contract management processes, relationship management, and project delivery. S/he will be responsible for maintaining and developing existing partnerships, whilst also identifying new organisations to work with.

- development and delivery of an identified list of priority services following a parent consultation exercise and the charity's strategic plan
- further consultation with parents and clinicians and other relevant stakeholders to design, pilot and support the delivery of additional appropriate services
- develop relationships, links, and a communication system for individual services and projects
- organise events as necessary to promote and develop services

Working with Health Professionals

- work with clinicians and nursing staff to develop and embed new support services for parents during their time on SCBU and post discharge
- liaise with hospital staff on monitoring and reporting on ward based services

Project Management

- manage the project evaluation process
- prepare regular project reports on the outcomes and impact of projects both internally to assist with programme development and for external funders
- identify opportunities for further project funding
- disseminate information to our volunteer and supporter base to raise awareness of our work

External Links

- identify and work with external agencies to commission services delivered both at the RVI and in remote locations

Other Duties

- the post will involve some travel within the North East and some meetings may be during evenings or weekends
- the post holder will be required to apply for a DBS check

The post holder will be working in a developing environment and s/he will therefore be expected to undertake other appropriate duties as required for the effective operation of the charity.

- Health and Safety: responsibility for health and safety in the area under his/her control and ensure that s/he is familiar with the charity's policy statement on health and safety at work.
- Equality and Diversity: respect the unique contribution of every individual and work positively in an equal opportunity and diverse environment