



## Green Vale Project officer: Role description

Experience of working with or in voluntary and community organisations essential. Knowledge of climate change issues desirable. You will act as a 'knowledge broker' to help rural Pewsey Vale communities share information about taking action to mitigate climate change by sharing practical ideas, knowledge of what works and what does not.

You will be IT literate and manage social media and the website, as well organise and minute meetings. You will be self-organising and will manage your time effectively.

### Closing date for applications 12 noon on 7 April.

Send CV and covering letter (describing examples of projects you have worked on) together with a short powerpoint presentation on a 'Social Media plan for Green Vale' to [greenvalewilts@outlook.com](mailto:greenvalewilts@outlook.com)

**Interviews 13 April.** Ideally, appointee to start on 21 April.

### Who we are looking for:

An energetic fluent, self-employed communicator to be a first point of contact for Green Vale to:

- Support information exchange both within the project and externally, eg. by rerouting emails as necessary
- Build good working relationships with community leaders across Pewsey Vale including schools, other climate groups, wildlife support groups, energy groups etc
- Develop and maintain a social media profile for the project
- Build and maintain the project website
- Assemble and share updates & other material through monthly e-newsletters
- Maintain and update a central contact list for the project following GDPR principles
- Arrange and minute steering and 3-monthly advisory committee meetings and others , when asked to so
- Support occasional public meetings
- Keep a record of activities, , events held and attended, number of people attending and other achievements for the National Lottery monitors
- Some travel to Parishes in Pewsey Vale and Wiltshire. Other travel will be exceptional
- Other tasks that may arise during the project

### Skills and experience

#### Essential

- Excellent face-to-face and online communication skills.
- Good at organising and minuting meetings
- Using and updating a project plan
- Good time management & meeting deadlines

- Experience of working with or in a voluntary organisation, of promoting community engagement or activism and organising community events
- Fluent in the following:
  - ❖ Standard MS Office tools including Word, PowerPoint, Excel
  - ❖ Communication: email tools such as Gmail or Outlook
  - ❖ Social media such as Facebook, Instagram or LinkedIn
  - ❖ Mailing list / contact management software eg. MailChimp
  - ❖ Able to amend Web pages using editor such as WIX
  - ❖ Familiar with data protection law and how to avoid data loss, viruses and becoming a victim of cyber crime

**Desirable:**

- Graduate in a relevant discipline
- An understanding of climate change and its causes and consequences
- Local knowledge about the Vale of Pewsey, its communities and organisations
- Driving licence and access to a car

<b>Main terms</b>
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This will be a part time, self-employed role with flexible hours - about 1 day/week, up to £7000 pa.. Hours will be flexible to meet the needs of the project

You will be responsible to the Project Leaders during the two year contract 80 days. It will be subject to satisfactory progress with a probationary period of 3 months and with reviews at 6, 12 and 18 months.

It will be mainly home-based with attendance at some meetings in Pewsey Vale.

You will provide your own laptop, phone, broadband and printer and will be responsible for paying your own tax, NI etc. You should have personal professional liability insurance and be responsible for keeping time sheets. You will submit monthly invoices for their time

Reasonable expenses (eg. for office consumables) will be reimbursed, subject to prior approval. Travel outside Wiltshire will be exceptional

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