



VACANCY

**Ref: 0137**

**Job Title: Assistant Project Officer**

### **Introduction**

This post will be based with Northwoods, a small multi-disciplinary team working on a variety of community resilience, forest industry, biomass and wider rural development projects across the north east of England.

Northwoods is supported by a broad partnership of private and public sector organisations. Overseen by a Steering Group made up of representatives from the partner organisations, and chaired by the Forestry Commission Regional Director, Northwoods is managed by Rural Development Initiatives Ltd (RDI). Further information about Northwoods and our projects can be found at [www.northwoods.org.uk](http://www.northwoods.org.uk).

Formed in 2005 as a not-for-profit company limited by guarantee, RDI works at the forefront of sustainable rural development across the UK and other parts of the EU in partnership with and under contract to local, regional and national public, private and charitable bodies. RDI delivers a range of training, business development and research projects, details of which can be found at [www.ruraldevelopment.org.uk](http://www.ruraldevelopment.org.uk).

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### **Job Purpose**

To support the Project Manager with the implementation of the Northumberland & County Durham Community Flooding Partnership

### **Job Description**

1. To support the Project Manager with the implementation of the Northumberland & County Durham Community Flooding Partnership, working closely with a number of local and regional stakeholders (see Annex below for a list of current partnership members)
2. To assist with the operation of suitable monitoring and evaluation systems to ensure the project meets the milestones and outputs as stated in the business plan
3. To support the Project Manager in providing the secretariat for the partnership, including organising partnership meetings

4. To liaise with external agencies and organisations, including regional and national bodies such as the National Flood Forum, for the purposes of supporting the development and implementation of the partnership
5. To assist with the preparation of responses to regional and national consultations on flood policy and wider rural resilience issues.
6. To learn from good practice across the UK and internationally in order to inform the group of the good practice options for responding to flooding events (before, during and after)
7. To support the promotion of the North East nationally as a region learning from, and providing, good practice in the field of community resilience and partnership working related to flooding
8. To comply with and maintain administrative and financial systems and procedures, in line with RDI project management systems
9. Any other duties commensurate with the level of the post and as agreed with your line manager

### **Line Management**

The Assistant Project Officer will be responsible to the Board of Directors of RDI, acting on instructions received from the Northwoods Project Director and/or Project Manager

### **Person Specification**

The successful candidate is likely to have proven interest, qualifications and/or experience in community and partnership working and be able to demonstrate an understanding of the requirements of rural and small urban communities.

In addition, the successful candidate will be able to demonstrate:

- An understanding of the issues and challenges facing small and medium enterprises operating in the rural sector or in small market towns
- An understanding of the role that the public sector plays in supporting the rural economy and environment

### **Essential criteria**

1. A diploma in a related discipline (e.g. land management, geography, community resilience) or in-work experience at an appropriate level which demonstrates equivalent intellectual capacity
2. First rate IT skills, particularly in the MS suite of office software
3. Excellent communication, presentation and inter-personal skills
4. A pro-active, problem-solving attitude and excellent organisational skills
5. The ability to prioritise work and to perform to tight deadlines
6. Full driving licence

## **Desirable Criteria**

1. Experience of project management
2. Experience of water or flood management
3. Experience of facilitating partnership-based groups
4. Experience of GIS

## **Benefits**

- Salary Range: £16,500 - £18,999
- Contributory pension scheme
- Group life insurance cover

## **Conditions**

- Permanent contract – subject to successful completion of a 6 month probationary period
- Full Time, 37 hours per week
- 20 days annual leave (rising 1 day per year to 25 after 5 years service) plus 8 days Public Holiday
- Mileage allowance paid on business trips @ 40p/mile for the first 10,000 miles; 25p/mile thereafter
- TOIL (time off in lieu) system to enable flexible working

## **Location**

The Northwoods office is based in the pleasant market town of Morpeth, with easy access to the A1 and good transport links on the East Coast mainline. Morpeth is a gateway town to the coastal Areas of Outstanding Natural Beauty and to the Northumberland National Park. It has a good range of shops, housing and excellent schools. Newcastle is a short train or bus journey away and Edinburgh can be reached by train within 90 minutes.

## **Application Procedure**

Carefully read the job description and person specification and consider how your skills and experience would enable you to undertake the role described. Make sure you address each aspect of the person specification in your application.

Once you have done this, send your completed CV (maximum 2 sides A4) and a brief covering letter (maximum 2 sides of A4) by **e-mail only** to [vacancies@ruraldevelopment.org.uk](mailto:vacancies@ruraldevelopment.org.uk). Put your surname, initials, job title and reference number e.g. 'Smith, J – APO Ref:' in the 'Subject' box. Please include a telephone number on which you can be contacted.

Please note that we will not consider applications that exceed the stated limits.

All applications **must be received by 12.00 noon on the 15<sup>th</sup> June 2010**. Applications received after this time will **NOT** be considered.

Interviews will be held on the 2nd July 2010 in Newcastle with a view to the successful candidate starting in post as soon as possible thereafter.

### Annex

Partnership organisations in the Northumberland & County Durham Community Flooding Partnership:

- The Environment Agency
- Northumberland County Council
- The Country Land and Business Association
- Northumberland Fire and Rescue Service
- Community Action Northumberland
- Natural England
- The Northumberland National Park Authority
- British Red Cross