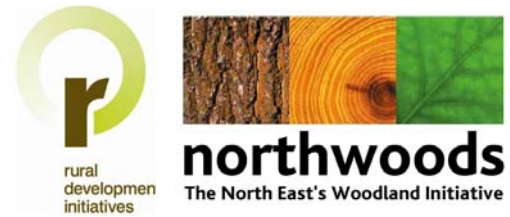


VACANCY

Project Officer – biomass supply chain activity

Ref: NW01



Introduction

This post will be based with Northwoods, a small multi-disciplinary team working on a variety of forest industry and rural development projects across the North East Region. Northwoods is supported by a broad partnership of private and public sector organizations. Overseen by a Steering Group made up of representatives from the partner organisations, and chaired by the Forestry Commission Regional Director for the North East, Brendan Callaghan, Northwoods is managed by Rural Development Initiatives Ltd (RDI). Further information can be found at the Northwoods web site – www.northwoods.org.uk

RDI's primary objective is to work in partnership with the public sector to improve the profitability of land-based businesses by providing both immediate and longer term benefits for those working or wishing to work in these inter-related industries. This objective will be achieved through the effective management and delivery of public/private funded training, business development and research projects. Further information can be found at www.ruraldevelopment.org.uk

Location

Northwoods is based in offices on a small business park in a rural situation close to the pleasant market town of Morpeth, with easy access to the A1. Morpeth is on the edge of the Northumberland National Park and has a good range of shops, housing and excellent schools. Within commuting distance is the vibrant regional centre of Newcastle. Please be aware that the Northwoods office may relocate within the next 6 to 12 months. We anticipate that the move will be fairly local to our existing location at Morpeth.

Application Procedure

Carefully read the job description(s) 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). **e-mail only** to vacancies@ruraldevelopment.org.uk
- put your surname, initials, job title and reference number e.g. 'Smith, J – Project Officer NW01' in the 'Subject' box. Please include a telephone number where you can be contacted if you are selected for interview.

All applications **must be received by 12.00 noon on the 1st September 2008**. Applications received after this time will **NOT** be considered. We anticipate holding interviews in the week commencing 15th September 2008, with a view to the candidate starting in post on 3rd November 2008.

Benefits

Salary Range : £19,000 to £23,499

Contributory pension scheme.

Group life insurance cover.

Conditions

Permanent contract

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 10k miles, 25p thereafter.

A full driving licence is required for this post

Line Management

The Project Officer will be responsible to the Board of Directors of RDI, acting on instructions received from the Northwoods Project Director.

Job Purpose

To work on biomass supply chain related projects and to assist the Northwoods team on the delivery of a number of regional rural development led projects. This project may involve some overseas travel.

Job Description

1. To work on biomass related projects, particularly an Intelligent Energy Europe funded biomass energy register for the North East.
2. To work alongside the Northwoods team to help deliver a series of rural development led projects to the forestry and land based sectors in the North East.
3. Contribute to the development of future projects.
4. Operate suitable monitoring and evaluation systems to ensure projects meet their milestones and outputs
5. Comply with and maintain administrative systems and procedures, and ensure accurate financial management in line with RDI Project Management systems
6. Liaison with external agencies and organisations for the purposes of the development and implementation of the project
7. Undertaking of appropriate development opportunities as identified in conjunction with your line manager
8. Attend staff and team meetings as agreed with your line manager
9. Any other duties commensurate with the level of the post and agreed with your line manager

Person Specification

For this post you will need to: -

- Possess a related higher level qualification (Minimum HND or equivalent)
- Have a minimum of three years related work experience that would include delivering biomass and renewable energy led projects.
- Have an understand of the rural sector, particularly forestry and land management
- Be pro-active, dynamic, flexible, discreet & socially compatible
- Have a keen analytical mind, and superb organisational skills
- Be able to work as both part of a team and on your own
- Have means of transport and be able to deal with difficult site conditions
- Be IT literate, including familiarity with standard office packages and use of the internet and e-mail

In addition it would be desirable for you to: -

- Have additional appropriate experience and/or qualifications related to the project
- For the relevant work experience to have been gained in both the public and private sectors