

Project Support Officer

Position Type:	Full Time (40 hours per week)
Location:	Home Based with Regular National Travel
Reporting to	Joint CEO
Salary	Pay Range £24,000- £27,000 per annum depending on experience

LimeCulture Community Interest Company

LimeCulture Community Interest Company (CIC) is an international sexual violence and safeguarding organisation based in the UK. Our vision is to improve the professional response to sexual violence and safeguarding by working with frontline professionals and their organisations. We achieve our vision embracing our core values in everything we do:

- **Learning:** *we develop and deliver high quality training and resources for professionals*
- **Innovation:** *we are at the forefront of identifying emerging themes and are instrumental in creating change*
- **Management:** *we support leaders to design, provide and evaluate world-class services*
- **Excellence:** *we strive to enhance quality in everything we do*

Our 2019-22 Strategy is an ambitious one, as we aim to maintain our footprint in the Sexual Violence Sector, grow our reputation in the University and Higher Education Institutions and Safeguarding in Sport Sectors as well as growing our front-line prevention training services in Safeguarding in Sport. The Project Support Officer, reporting to the Joint CEO and working closely with our Programme Manager will be integral in helping us achieve our strategy.

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Job Purpose

The main responsibility of the Project Support Officer, is to support the delivery of our consultancy services which underpin three of our strategic priorities in LimeCulture's three-year strategic plan. The Project Support Officer will be tasked with helping to deliver the projects that we are contracted to undertake as part of our consultancy services. In detail the Project Support Officer will be required to undertake the following:

Projects

- Maintain good relationships between LimeCulture and our clients in relation to projects
- Liaise with key stakeholders to ensure effective engagement is key to our projects, including organising and scheduling interviews and focus groups where required
- Support the management of the full life-cycle of contracted projects, including developing and maintaining project plans, maintaining risk registers and identifying any mitigating actions required to keep projects on track
- Support the development and distribution of surveys and other safe ways to engage victim/survivor and professional input to our projects
- Support the Programme Manager to obtain and analyse prevalence, service level data and relevant key performance indicators
- Input to drafting final reports, including identification of good practice, areas for improvement/development and key recommendations
- Support the evaluation and review of relevant service provision through oversight and maintenance of schedules, project plans and budget restrictions
- Working closely with the Programme Manager to support aspects of delivery in a range of different projects as required
- Assist with the writing and input to tenders and bids

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- Assist with any other administrative tasks required to ensure the successful delivery of our work
- Support activities across the organisation including working across other areas of the business when necessary
- Support in the delivery of the organisation's social media and marketing activity

Person Specification

Specification	Essential	Desirable
<p>Education and Training</p> <p><i>Formal qualifications and relevant training</i></p>		<ul style="list-style-type: none"> • Project Management qualification for example Prince 2. • Degree in a relevant area for example Sociology, psychology etc.
<p>Work Experience</p> <p><i>Ability to undertake duties of the post</i></p>	<ul style="list-style-type: none"> • A minimum of two years' experience in a front line organisation delivering support to victims/survivors of sexual violence • Experience in supporting the management and delivery of projects 	<ul style="list-style-type: none"> • Experience in income generation activities including contribution to consultancy
<p>Skills and Knowledge</p> <p><i>Includes abilities and intellect</i></p>	<ul style="list-style-type: none"> • Proven ability to contribute to the successful delivery of projects • Excellent organisation, communication, negotiation, influencing and stakeholder management skills • Proven ability to develop and maintain relationships with external key stakeholders • Proven ability to use technology and computer packages including word and excel to support work-related activities • Knowledge and understanding of sexual violence sector and what support is available to victims/survivors 	<ul style="list-style-type: none"> • Ability to develop project plans and risk registers • Ability to independently review frontline service provision through the identification of good practice, areas for improvement and make key recommendations • Ability to contribute to social media, marketing campaigns and media requests • Ability to collate and analyse (service level) data

<p>Personal Qualities</p> <p><i>Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act)</i></p>	<ul style="list-style-type: none"> • Ability to work autonomously and demonstrate independent judgement and discretion, including the ability to work from home on a regular basis • Ability to work collaboratively as a member of a team and independently • Ability to work under pressure, manage multiple competing demands & meet tight deadlines • Ability to manage & prioritise own workload with limited supervision 	
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How to apply:

Please send a cover letter and your CV to Stephanie.Reardon@limeculture.co.uk

Applications close at midnight on 26 September 2019.