

Pill and Easton-in-Gordano Parish Council

Welcome Back Fund (WBF): Project Co-Ordinator

October 2021

Role profile:

A self-employed individual to:

- Lead and co-ordinate the end-to-end delivery of this WBF grant by March 2022
- Develop a project plan, with timescales for delivery of plan, to be agreed
- Consult with diverse range of community groups on specific items e.g., murals
- Promote activity through a range of communication channels (The Village Voice; The Daily Pill, social media, etc)
- Scope specification, secure purchase and delivery of the range of items in bid, in line with North Somerset procurement policy and in line with the Parish Council financial regulations
- Work closely with agreed Parish Council representatives and community members to deliver project
- Escalate to agreed contact any significant issues/risks which could hamper the project
- Produce a short weekly update (in line with project plan) to Parish Council representatives
- Produce a project report at the end, with documented detailed expenditure in line with North Somerset requirements
- Produce some PR & Comms to publicise the project's success e.g., North Somerset Times, during the project and at project end

Person spec:

- Ability to lead a project
- A starter finisher, with good project management skills
- Positive attitude, with excellent problem-solving skills
- Immediate availability
- Good communication skills, and ability to engage with diverse community people and groups
- Sound knowledge of excel and financial management
- Local community knowledge and engagement an advantage