



**THE
FLORRIE**

Job Title: **Project Development Support.**

Salary: £24,000 pa.

Contract: **This is a fixed term position for 12 months from date of appointment.**

Place of work: **The Florence Institute Trust, 377 Mill Street Liverpool.**

Hours of work: **35 hours per week.**

JOB ROLE OVERVIEW:

If you are dedicated and ambitious, this role is an excellent opportunity to grow your career and be involved in some exciting developments here at the Florrie. We are looking for an enthusiastic Project Development Support person to work directly alongside the CEO on new developments and opportunities across the charity. Current projects include; progressing the Florrie Community Land Trust plans, overseeing new areas of business such as training opportunities and supporting and contributing to funding applications for existing and new areas of work.

KEY DUTIES:

- Support a range of community regeneration projects which meet the aims and objectives of the charity.
- Work alongside the CEO and wider team to deliver the charities Business and Development Plans for various areas of work.
- Liaising with partners to progress projects in their various stages of development and reporting to the CEO and board of Trustees.
- Engage the local community in consultation and feedback
- Support both the identification and accessing of funding opportunities for projects which will help deliver the long term sustainability of the charity.
- Undertake project evaluations and identify social impact across the charity.
- To deliver on a number of direct performance targets.

SKILLS AND EXPERIENCE:

- Understanding of the diverse needs of our local community
- Direct experience and knowledge of project management cycle from idea to implementation.
- Experience of working to strict deadlines and high standards
- Identifying and applying for funding (grant/foundations/trusts etc)
- Exceptional organisation skills are a must

- Ability to manage a busy and diverse workload
- Ability to work under pressure to meet strict deadlines and make hard decisions
- Excellent writing skills to tell our story and produce reports for funders and trustees
- Problem solving skills
- Excellent communicator
- Knowledge and working experience of safeguarding practices within a charity or third sector organisation.
- Any other duties required in accordance with the post

This job description identifies key responsibilities and requirements and is not an exhaustive list of tasks that need to be completed. The Florence Institute reserves the right to amend the job description as the role develops within the organisation.

HOW TO APPLY:

Please send a current CV and no more than 2 A4 pages outlining why your skills and experience are suited to the role to:

info@theflorrie.org OR post to:

The Florence Institute Trust (The Florrie)

377 Mill Street

Liverpool

L8 4RF

Closing Date for applications: 4pm on Monday 5th September 2022.

If you do not hear from us within a week of the closing date please assume your application has not been shortlisted this time.