



Job Title: FLAG Project Development Support

Principal place of work: Bideford

Responsible to: FLAG Programme Manager

Hours: 22.2 hours per week

Salary: £22,277 - £25,536 pro rata

Length of contract: One year secured funding

MANAGEMENT OF STAFF

- None.

MANAGEMENT OF WORK

- To develop innovative projects by bringing together partnerships, stakeholders, local organisations, private businesses and community based groups.
- To work with partners in order to co-ordinate rural social, environmental and economic initiatives, related to the Northern Devon FLAG Programme priorities.
- To provide advice and technical support to project applicants, with specific reference to FLAG Objectives, application processes, project planning, project finances and match funding.
- To assist the take up of FLAG funds through promotion, training, information events and communications.
- To work as part of a multi disciplinary team, contributing to the work of the team as a whole and offering advice within areas of personal expertise.
- To be responsible for own administration.

To be expected to:

- Undertake any training as required by the Company.
- Carry out any duties commensurate with the position.
- Travel as required, the cost of which will be met by the employer.
- Work within the code of the requirements of the Health and Safety at Work Act and any other current legislation.

PERSONAL SPECIFICATION

Key Attributes: (E = essential) (D= desirable) (A= advantageous)

COMMUNICATION

- E Excellent written and verbal communication skills to a wide variety of audiences
- E Commitment to work as part of multi-disciplinary team
- E Ability to develop positive working relations with partners
- E Experience of working with business, community and voluntary sector to facilitate their involvement in project development and/or external funding
- E Ability to develop positive working relations with partners
- E Proven experience of brokering solutions between competing factions
- E Ability to engage and communicate at all levels
- A Ability to communicate in another European language

QUALIFICATIONS / EXPERIENCE

- E Proven experience of project development
- E Capability in effective use of ICT, including email, word-processing, spreadsheets and databases.
- E Ability to prioritise conflicting demands and meet agreed timescales
- E Self-motivation/ability to work on own initiative
- E Evidence of understanding of programming, costing and monitoring projects
- E Awareness of European Fisheries Fund axes
- E Experience in evaluating reports and project proposals (including detailed financial information)
- E At least one year's practical or technical experience of External Funding Programmes
- D Ability to use the internet for research purposes
- D Awareness and understanding of current policy, best practice and regulations which relate to regeneration, economic development and social inclusion.
- D Good presentation skills

PERSONAL ATTRIBUTES

- E Commitment to quality output and systems
- E Personal motivation
- E Capacity to absorb information
- E Acceptance of authority and advice
- E Trustworthy and reliable
- E Good attendance level
- E Work on own initiative, self-starter
- E Access to a car for work use