

# Project Officer - Job Description

## WHO ARE WE?

**always possible** is an award-winning development consultancy interested in helping ambitious organisations to build the future. Our work revolves around measuring impact, getting businesses ready for the future, improving skills and opportunity in the workplace, championing creativity and enabling radical collaboration.

We do it through research, events and mentoring on strategy and planning.

We are a friendly collection of specialist thinkers and do-ers whose technical and human-to-human expertise creates the conditions for sustainable and informed decision-making.

Our clients range from tech entrepreneurs, charities, traditional industry and education networks to arts organisations, local government, transport hubs and festivals. The core team of 11 staff is supported by a creative army of freelance associates with specialisms including commerce, marketing, social policy, education, creative thinking, public engagement, tech and business growth.

## WHO ARE YOU?

We are delivering and developing some big projects and small projects, growing our impact and reach by up to 40% year on year. We need new colleagues who have extraordinary enthusiasm for people, experiences, ideas, learning - and are all-round passionate human beings - to join us.

We don't care what school you went to, if you have a disability, what colour your hair is, your gender, age, ethnicity, sexuality or favourite member of Little Mix – as long as you have integrity, can learn quickly, care about what you do and have a brilliant track-record of organising, analysing and administering to make brilliant things happen. And as long as its Jesy.

The role will only suit a self-starter with bags of discipline and meticulous attention to detail.

**always possible** is an equal opportunities business and positively welcomes applications from all sections of the community.

**Contract details:** 2 x positions (1 full-time and 1 @ 30 hours)

**Location:** Home based, with some meetings in Sussex

**Salary:** £25,000 - £27,540 pa, pro rata + generous holiday

## WHAT TO EXPECT

The following list of duties is not exhaustive, but gives an indication of regular things you might be doing:

Supporting a wide range of business support and events projects
Co-ordination of events, workshops and meetings
Managing schedules, setting up meetings with potential partners and clients
Overseeing evidence forms and logging support we're offering to different beneficiaries, compliant with client / funder monitoring standards
Client-facing communications and reporting, planning and co-design
Co-ordinating the production and distribution of resources, media, case studies and surveys
Sourcing and looking after speakers, facilitators, mentors and trainers
Managing digital filing systems and mailing lists
Collecting and managing evidence of intervention and impact
Recording minutes of key company meetings and events
Contributing to strategy and design meetings; project design
Continual professional development and review, supporting our strategic approach to project design and delivery improvement
User experience management, helping build always possible's reputation as an outstanding organisation to work for and with
Data protection compliance and support

We can promise that you'll be contributing to exciting projects, you will learn new skills and be part of a dynamic and friendly team who look after each other. The breadth and range of the work will keep you on your toes, but you will see positive change in the organisations, networks and places with whom we work – as a direct result of your support.

This role will largely be based from home, and we welcome proposals about working schedules. We understand that people often have caring responsibilities or just are not productive for eight hours per day, so we are happy to consider different options. We want somebody who feels productive and engaged while they work, but who can still respond to our clients' and team needs throughout the week.

## WHAT WE'RE LOOKING FOR

### Essential criteria:

1. Excellent communication and organisational skills
2. A high level of numeracy, literacy and ICT skills
3. Experience of managing databases, mailing lists and sensitive information safely and effectively
4. Impeccable customer service ethic
5. Acute observational skills, intuition and attention to detail
6. Self-motivation, critical thinking skills and a willingness to learn
7. Ability to work flexibly, independently and collaboratively
8. A good sense of humour

### Desirable criteria:

1. Experience of using monday.com, or similar project tools
2. Experience of project administration and paperwork related to government / EU funding
3. A demonstrable interest in inclusive business and social value
4. Confidence in disrupting and re-imagining problems
5. Experience of working in a small business or start-up enterprise
6. Experience of running business or community focused events