

Projects Officer

4theRegion

Salary £18,525 - £22,000 per annum or £9.50-£11 per hour

Full time, part time or flexible hours

Connecting People, Supporting Changemakers and Enabling Collaboration for South West Wales

4theRegion is an independent, not-for-profit alliance of people, businesses and organisations who care about the future of South West Wales and want to help our region flourish. We bring together people who want to make good things happen, facilitating inclusive, generative conversations to emerge potential project ideas in six themes / sectors:



BUY REGIONAL



DEVELOPMENT & INVESTMENT



CIRCULAR ECONOMY



DESTINATION & TRANSPORT



WELL-BEING REGION



CREATIVE ECONOMY

As a small, entrepreneurial and passionate team, we are well connected across South West Wales. Having facilitated many positive and empowering conversations about what's important, we're now working with people, businesses and communities to turn emerging project ideas into funded collaborations, delivering social, economic and environmental value across the region. The role of Projects Officer has been created to support this work.

Supporting Changemakers

For us, building a resilient region for the future is all about activating, supporting and championing local changemakers. These are the amazing individuals who are committed to doing things differently, who are standing up to Be the change they want to see. Part of your role will be to build relationships with emerging changemakers, and to support them in making great things happen across South West Wales.

Facilitating Collaborative Projects

The best projects are those that involve a diverse collaboration of partners, united by a shared sense of purpose. 4theRegion's role is to be the glue that connects likeminded people and businesses around areas of common interest, and helps facilitate successful collaborations. As Projects Officer, you'll be instrumental in turning ideas and conversations into action - keeping notes, identifying next steps, holding people accountable and sustaining momentum, working closely with the Directors to move projects forward.

Job Description

A Point of Contact

- A point of contact for changemakers and collaborators with projects and initiatives they want to lead or support;
- Making introductions, setting up meetings, keeping people engaged;
- Visiting, meeting and talking to changemakers about their projects;
- Becoming a helpful, trusted and useful resource for collaborators across the region.

Project Database

- Maintaining our Projects database - keeping track of progress and next actions;
- Loading new projects into the database, liaising with partners for information and content, supporting community groups to add their projects;
- Promoting the Projects database to businesses and other potential funding / delivery partners.

Community Involvement

- Building relationships with communities and community organisations;
- Helping to plan, promote and host events and conversations in communities;
- Supporting communities to develop Social Value Community Charters identifying their needs, opportunities and priorities;
- Supporting local people to co-design emerging project ideas, and then supporting them to make them happen.

Project Funding & Reporting

- Immersing yourself in the world of Welsh TOMS and Social Value reporting;
- Developing expertise in how / where local projects can obtain funding;
- Learning how to prepare project funding bids and proposals;
- Learning how to measure and report on project outcomes and impacts.

Networking & Social Media

- Attending events on behalf of 4theRegion, building relationships;
- Building relationships on social media and in real life;
- Posting and engaging regularly about our Projects across social media;
- Working with a friendly, enthusiastic and personable demeanor.

You will be someone who:

- Likes building relationships and working in collaboration;
- Has strong ethics and integrity - honest, open, able to manage your emotions;
- Is a positive advocate for South West Wales;
- Is organised and comfortable keeping records and managing databases;
- Is a “do-er”: great at taking action, taking ownership, being decisive when necessary;
- Likes planning, able to see the “critical path” to getting things done;
- Is persuasive, great at forming alliances and keeping diverse groups of people onside;
- Is a confident IT user, able to learn new systems and processes;
- Is able to manage your own workload and work independently;
- Is happy to work as part of a very small team to get things done;
- Knows what it means to be passionate and purpose-driven at work.

For someone with the right attitude and enthusiasm, full support and training will be provided. What you'll need is an empowered, can-do attitude, a creative, entrepreneurial outlook, and a strong desire to be of service for the greater good of South West Wales.

Place of Work

Location is flexible but you will be living somewhere in South West Wales and able to work from our office at Swansea Train Station as and when needed (when safe and legal to do so), with the freedom to work from home if you wish. This role will necessarily involve lots of travel around the four counties of Neath Port Talbot, Swansea, Carmarthenshire and Pembrokeshire, meeting and getting to know people and communities.

Start Date & Hours of Work

This job will start in or before September 2021. We are happy to discuss a working pattern that suits you. This could be a full time post, 37.5 hours per week, Monday to Friday. Or it could be a more part time / flexible position. You may occasionally need to attend some meetings in the evenings, in return for *time off in lieu*. Start and finish times can be flexible.

If this sounds like you, or mostly sounds like you, please submit your application via the online Application Form at https://bit.ly/PO_apply, outlining why you think you're the right person for this role, when you would be available to start, and a brief CV detailing employment and/or life experience. Shortlisted candidates may be invited to give a presentation to a small interview panel outlining what you understand the role to be and why you are the right person for the job.

Updated application deadline: 9am 16th August 2021 via the online application form:

https://bit.ly/PO_apply



ZOE ANTROBUS & DAWN LYLE | CO-FOUNDERS

“We look forward to meeting you and hearing what interests you about this role! We started 4theRegion because we love where we live and want to help our region flourish. South West Wales has everything: amazing people, renewable energy, agriculture, coastline, community, a fantastic range of businesses and opportunities across a wide range of sectors. We were fed up with the constant negativity and saw there was a big job to do in

bringing people together to celebrate where we live, shout about the opportunities available, learn from each other from across the counties, and bring about positive change for our economy, our communities and the planet. We're ready to step up our efforts to support changemakers and their projects to make change happen for a greener, healthier, happier and more prosperous region - and recruiting the right person into this role will represent a big step forward in our capacity to do that.”

For your reference:

<https://www.4theregion.org.uk/>

<https://www.4theregion.org.uk/about-us/>

<https://www.4theregion.org.uk/projects/>

<https://www.southwestwales.co/changemakers/>