

**Forres Town Hall Project Officer for 12 months from April 2020 – extension subject to funding.**

**30 hours per week, to be worked flexibly**

**Probationary period of 2 months**

**Salary £ 20,826 Immediate start**

### **Project Description and Aim**

Following its acquisition of Forres Town Hall from Moray Council via a Community Asset Transfer and with grant support from the Scottish Land Fund, Forres Area Community Trust (FACT) is seeking a Project Officer to work on the development of Stage 1 of the £2 - £3m Town Hall Regeneration Project. This will secure the future of this significant Category B Listed Building as a multi-purpose hub for the local community.

The appointment of the Project Officer will be from April 2020 until the end of March 2021, during which time the project will be developed up to Planning Permission / Listed Building Consent stage. The role will involve 30 hours per week at a salary of £20,826 per annum.

The appointed Project Officer will be required to work flexibly under the direction of FACT's Development Manager on a wide range of tasks, grouped largely under three headings, namely, Design Strategy, Funding and Procurement Strategy and Administrative Duties.

- The Design Strategy will involve liaison with the design team led by LDN Architects up to Planning Permission / Listed Building Consent stage. It will also involve the preparation of the design and conservation brief in line with FACT's aims and objectives for the project.
- The Funding and Procurement Strategy will involve liaison with potential funders, preparing funding applications, framing project programmes; drafting notices and tenders for placing post Planning Permission design team tenders; and supporting the appointment of the team for the development of Stage 1.
- The Administrative Duties will involve liaison with FACT's Building Sub-Committee; attending all project and design team meetings; preparing and retaining project records; processing invoices and payments; and compiling regular progress reports and presentations for FACT's Board of Trustees.

Applications for role of Project Officer must be submitted on an application form and details of relevant experience in the field; and be returned no later than 12 noon on the 23<sup>rd</sup> March 2020 by post to Debbie Herron, FACT Development Officer, Forres Town Hall, High Street, Forres IV36 1PB or by email to [info@forresarea.org](mailto:info@forresarea.org).

Forres Area Community Trust is a Company Limited by Guarantee registered in Scotland Company No: SC412275  
and a Charity registered in Scotland No: SC044953

Interviews will be held the week commencing the 30<sup>th</sup> March 2020

## **Person Specification**

### **Essential**

- Degree level qualification in the relevant subject or equivalent experience
- Experience of commissioning and writing briefs, managing tender processes, managing contracts, processing payments, achieving value for money
- Excellent communication skills and an approachable manner
- An organised approach to work, prioritising a heavy workload and excellent time management skills and ability to work to deadlines
- Experience of working with and supporting people including volunteers, professionals and contractors
- Ability to work as part of a team and on own initiative
- Cooperative attitude
- Proven ability to project manage complex projects
- Proven track record for working successfully in partnership with a range of stakeholders
- Ability to prepare and present evidence and information clearly with competency in Word processing and spreadsheets, knowledge and experience in using social media
- The post holder will be expected to attend occasional meetings, events and activities held in the evening and at weekends
- The ability to travel to various locations in our catchment area

### **Desirable**

- Familiarity with 3<sup>rd</sup> sector organisations
- Knowledge of local Forres community and organisations in the area

### **Key Tasks**

- Supporting the Project Manager to deliver key project objectives
- Supporting the development and delivery of project briefs, contracts and project outcomes
- Supporting the marketing of the programme through social media
- Maintaining accurate records including monitoring and evaluation of the project
- And any other relevant duties that may arise as the work of the project evolves

Forres Area Community Trust is a Company Limited by Guarantee registered in Scotland Company No: SC412275  
and a Charity registered in Scotland No: SC044953

**Scottish Land Fund**  
Ionmhas Fearainn Na H-Alba