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| **Job Title:** Project Officer | **Primary location: Town Hall, Llangefni / Hybrid** | | **Salary Band: Project Officer** |
| **Reports To**: Project Manager | **Responsible for: N/A** | | **Salary Range**: £30,050 - £35,511 |
| **Purpose of the Role:** To deliver the activities within the Anglesey Circular Economy project | | | |
| **Responsibilities** | | **Skills / Experience** | |
| **Project delivery**: Organise and support the delivery of a programme of repair and re-use activities in locations across Anglesey. This will include establishing two new locations on Anglesey, developing consistent processes, and supporting their adoption across the Ffiws spaces.  **Project development:** Work in partnership with host organisations across Anglesey to develop their capacity to manage the Ffiws spaces and establish them as sustainable repair and reuse hubs within the community.  **Project management**: Work with the PM to manage the funding of the overall project, and of the individual Ffiws locations. This will include the procurement of equipment and specialist support.  **Project monitoring and reporting:** Ensure all activities are in line with funder requirements, and are all evidence is collected to support financial claims. These should be presented in reports to be shared with partners and funders.  **Corporate policies and procedures**: Play a proactive role in developing and adopting procedures that will contribute positively to the overall health of the project.  **Representing the company**: Represent the company and proactively promote the organisation; its work and it’s aims and objectives. | | **Essential:**   * Experience of delivering activities relevant to the circular economy * Experience of working with the public and stakeholders. * Experince of arranging events and activities aimed at the public. * A working knowledge of Anglesey and the various stakeholders that operate across the area. * An active interest in the reuse and repair sector. * Experience of managing budgets   **Desirable:**   * A knowledge of repair and reuse activities * Experience within the makerspace arena. * An active interest in, or a willingness to embrace, new technology * Experience in creating marketing content e.g. short films | |
| **Qualifications** | |
| **Essential:**   * Educated up to degree level or significant experience relevant to the role * The ability to communicate in Welsh and English | **Desirable:**   * Project management qualification |
| **Characteristics** | | **Other** | |
| These describe the characteristics we expect in an individual in this role.   * Accountable * Organised * Personable * Committed | | A full UK Driving License and access to own car | Yes |
| A willingness to work outside normal working hours | Yes. Some activities will be in the evening and on weekends. |
| A willingness to travel | Yes |
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