



JOB DESCRIPTION

ROLE: **Project Worker** (SCIO)

REPORT TO: Project Manager/ Line Manager

LOCATION: Onsite

HOURS: 4-6 hours per week (flexible)

HOURLY RATE: £13.50

STRUCTURE: Trustee/Founder - Manager - Project Lead - Project Worker

PURPOSE OF ROLE:

We are seeking a dedicated and organised Project Worker to support the planning, delivery, and evaluation of projects within our organization. The successful candidate will work collaboratively with team members and stakeholders to ensure that projects are completed on time, within budget, and meet desired outcomes.

Key Responsibilities:

- Assist in the coordination and delivery of project activities according to timelines and goals.
- Support project planning, including scheduling, logistics, and resource coordination.
- Engage with stakeholders, clients, or service users to gather input and provide updates.
- Maintain accurate records, reports, and documentation throughout the project lifecycle.
- Monitor progress and report on issues, risks, or delays to the project manager or supervisor.
- Facilitate meetings, workshops, and outreach activities as needed.
- Ensure compliance with organisational policies, funding requirements, and relevant regulations.
- Support the evaluation of project outcomes and the preparation of final reports.

Required Skills and Qualifications:

- Proven experience in a project support or similar role.
- Strong organisational and time management skills.
- Excellent verbal and written communication skills.
- Ability to work collaboratively with diverse teams and stakeholders.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) or equivalent google tools.
- Ability to adapt to changing priorities and work under pressure.
- Capacity to respond positively to feedback.

Desirable Qualifications:

- Degree or diploma in youth work, social work, community development, or a related field.
- Experience working in the relevant sector. (e.g., community services, youth work)

Working Conditions:

- May require occasional evening or weekend work depending on project needs.
- Office-based with potential travel to project sites or client locations.