

**Job Description and Person Specification**  
**Project Officer, Parity Projects**  
**14th November 2018**

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**Job Description**

The Project Officer will be joining the existing analysis and advice team (currently 6 people) at Parity Projects.

The day to day work will mainly involve:

- Project Office work e.g. organising meetings, tracking tasks, collating deliverables, report writing, project finance tracking
- Training and event support – helping to arrange and run training and events, whilst not expected to deliver training.
- Marketing support – managing interaction with designers, production and delivery
- Ad hoc tasks – as a small company, you may also be called upon to perform other tasks as needs require, and ability allows.

The Project Office will be spending most of their time assisting with the delivery of a London based funded project, and a smaller amount of time assisting on two other similar projects in Oxfordshire and Sussex, although there will be very limited need to travel to those locations.

All of the projects have secured funding for 6 months and it is the expectation and aim that they will be funded for a further 2 years and then become self-sustaining.

There will also be normal administrative office duties such as answering the telephone and completing forms (e.g. expense forms, purchase orders) where required. These tasks are shared between all staff. The Project Officer may on occasion be the only member of staff in the office so will need to be able to demonstrate a responsible attitude.

The Project Officer will be based in our offices in Earlsfield, South London, and will be full time or almost full time if they require some flexibility. The normal working hours are 9-5, Monday-Friday but we offer the ability to be a bit flexible. Initially the contract will be for six months, but we expect to be able to extend the role to permanent for a good candidate (and subject to expected funding).

**Person Specification**

***Essential***

1. Degree level qualification
2. Good A levels
3. Experience in using MS Excel and other Microsoft Office applications
4. Ability to pick up new skills and knowledge quickly
5. Good administrative skills and highly organised
6. Experience of running or helping run multi-month, multi stakeholder projects
7. Enthusiasm for the subject / sector
8. Professional approach to work

***Desirable***

9. Around 2 years or more experience in a role involving project management
10. Experience writing reports for external stakeholders
11. Experience organising stakeholder events

12. Experience tracking project finances
13. Experience working with contractors (e.g. marketing consultants, printers, graphic designers)
14. Experience of graphic design (e.g. Adobe Illustrator)
15. Knowledge of domestic energy efficiency

**Advantage**

16. Deeper knowledge of domestic energy use and retrofit
17. Marketing and communications experience

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**Please return the job application form to:**

- [info@parityprojects.com](mailto:info@parityprojects.com)
- or
- Parity Projects  
A233 Riverside Business Centre, Haldane Place, Earlsfield, London SW18 4UQ

The application form will be available from our website until the closing date, which is **12.00 on Wednesday 28<sup>th</sup> November**

**Queries**

David Shewan or Chris Newman

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