



## **ONE VOICE WALES**

**COST OF LIVING PROJECT SUPPORT OFFICER (37 hours per week) – Salary of £33315 pa (Pay Award pending) – Working from Home**

**THE POST IS FIXED TERM UP TO 31 MARCH 2026**

**To provide support to the Project Manager and Project Officer which will include assisting with workshops and meetings, record keeping, undertaking research, coordinating communications and administering the team's IT packages. An undergraduate degree and/or equivalent work experience in a project support role is required as well as working with a range of stakeholders and organisations. You should have an outline knowledge of project management techniques and possess excellent written, oral and IT skills.**

**The project team will be responsible for delivery of a project plan designed to better support low-income households and vulnerable persons in communities across Wales.**

**The postholder will be required to work from home and a home working allowance is payable.**

*(One Voice Wales is the national representative body for Community and Town Councils in Wales, providing a strong voice representing the councils' interests and a range of high-quality services to support their work including information and advisory services, policy and procedures support, training and development services, consultancy services, and representation and promotion of the sector).*

**The job description and application form for the post is contained on the front page of our website - <http://www.onevoicewales.org.uk/OVWeb/Default.aspx>**

**CLOSING DATE – Midnight on 19 April 2024**

**INTERVIEW DATE: 3 May 2024.**

**Your completed application form must be emailed to our Associate HR Consultant by the closing date whose email address is [jonathan.lazenbyOVW@gmail.com](mailto:jonathan.lazenbyOVW@gmail.com)**