

## ONE VOICE WALES

### JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

<b>Job Title</b>	Cost of Living Crisis Project Support Officer	<b>Salary</b>	<b>£33315 pa</b>
		<b>Grade</b>	
<b>Reporting To</b>	Cost of Living Crisis Project Manager	<b>Hours</b>	Full time role
<b>Direct Reports</b>	None	<b>Working Pattern</b>	The role will be primarily home based, with a flexible working pattern to be agreed (with some evening work)

#### About the Role

The role is built around significant Welsh Government funding to provide additional direct support to facilitate a step-change in Community and Town Council performance to achieve improved outcomes for communities across Wales.

#### Purpose of the Role

To provide Project Officer support to the Cost of Living Crisis project, and contribute to the successful delivery of the programme. The project aims to support Community and Town Councils to better support low-income households / vulnerable persons in communities across Wales during the current cost-of-living crisis.

#### Key Duties and Responsibilities

Reporting direct into the Cost of Living Project Manager, the role will contribute to the successful delivery of the programme.

- Key tasks include:
  - Assisting with workshops and meetings including arranging, co-facilitating, capturing outputs and developing documentation.
  - Undertaking research and analysing information to enable recommendations to be made.
  - Recording, managing and reporting on the progress of projects to track benefits.
  - Undertaking project specific activity using appropriate software.
  - Administering access to the project team's IT packages, project management tools and data.
  - Coordinating communications briefings and materials, arranging video conference TEAM meetings as required.
  - Providing support across a wide range of tasks as the project requires / as directed.

## About One Voice Wales

One Voice Wales is the principal organisation 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.

There are some 732 community and town councils in Wales. As a tier of local government, they are elected bodies, with discretionary powers and rights laid down by the UK Parliament and the Senedd to represent their communities and provide services for them.

## EMPLOYEE SPECIFICATION

**You should pay particular attention to the essential and desirable criteria below and provide evidence of how you consider you meet them as part of your application. Failure to do so may mean that you will not be shortlisted.**

Essential (E) / Desirable Criteria (D)		Method of Assessment
<b>Qualifications / Professional Registration/Membership</b>	Undergraduate degree and/or equivalent work experience in a project support role. (E)	Application form / Certificates
<b>Experience</b>	Experience of delivering identified objectives, including meeting targets within identified timescales. (E)	Application form & interview
	Experience of working with a range of stakeholders and external organisations, to provide effective support and administration to the project team. (E)	Application form / interview
<b>Skills, Knowledge, Ability (including ability to develop knowledge, skill or experience)</b>	Outline knowledge of project management techniques and approaches. (E)	Application form / interview
	Able to organise personal workload, prioritise competing demands and work to team deadlines. (E)	Application form / interview

	Able to communicate effectively with a variety of individuals and groups, both internally and externally. (D)	Application form / interview
	Able to support the analysis and assessment of information to produce reports, in a variety of formats, for a range of stakeholders, as required. (D)	Application form / interview
	An appreciation of the impact of inequality on public health and well-being, with a willingness to further develop knowledge in this area. (D)	Application form / interview
	Able to understand and process relevant data sources both manually or computerised and maintain confidentiality and security. (D)	Application form / interview
	Welsh Language Welsh language skills (written and verbal) are desirable for this role, but not essential. (D)	Application form / interview
	Commitment to developing knowledge and skills in areas relevant to their work. (D)	Application form / interview
<b>Work Related Circumstances / Values of the Council</b>	Commitment to equal opportunities. (E)	Interview
	Able to work effectively within a team environment, supporting others, or working autonomously as required. (E)	Application form / interview
	Commitment to delivering quality services for residents. (D)	Application form / interview
	Compliance with health and safety rules, regulations and legislation. (E)	Interview

	Commitment to and focus on the Councils values of innovating, enabling and being respectful. (D)	Application form / interview
	Able to meet the travel requirements to fulfil the post - may be required to attend meetings and events (E).	Application form / interview

**This post is being offered on a fixed term contract up to 31 March 2026  
Secondments from other public sector bodies and Third Sector organisations  
will be considered.**