



Shine Lincolnshire

## **JOB DESCRIPTION**

**Job Title:** Project Support Officer

**Reporting To:** Community Assets Project Manager

**Hours:** 36 hours per week

**Salary:** £22,500 PA

**Contract Length:** 12 Months FTC (Annual review)

**Location:** Shine Lincolnshire (Lincoln)

### **Main Purpose of the Job**

1. To support the Project Manager in the development and delivery of the following projects:
  - Community Asset and Resource Development
  - Managed Care Network
  - Suicide Prevention Strategy
2. To assist Project Manager in any duties which enable successful project delivery

### **Principle Tasks and Responsibilities**

#### **Operational**

3. Arrange and attend project meetings, ensuring that all relevant paperwork is up-to-date, and projects are progressing well.
4. Assist in compiling, maintaining, and updating project reports.
5. In liaison with the Project Manager progress and resolve issues to ensure mitigation of risks.



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## **General**

6. Promote and support the achievement of Shine Lincolnshire's development plans.
7. Act as a positive ambassador for Shine Lincolnshire and Mental Health services in Lincolnshire.
8. Maintain a high standard of probity in professional, personnel and financial matters, maintaining good relations with colleagues and external partners and to act in accordance with Shine Lincolnshire's code of conduct, safeguarding policies, and other relevant organisational policies.
9. Uphold and promote Shine Lincolnshire's commitment to equality and diversity and the value of lived experience.
10. Undertake any other reasonable duties as they arise in the future.

## **Person Profile**

11. Project management and project delivery skills demonstrating a 'can do' approach.
12. Excellent verbal and written communication skills including use of IT.
13. Strong IT skills, with confidence to work remotely and virtually.
14. Ability to work flexibly, independently, and unsupervised.
15. Experience of working with people with mental health issues and their families.
16. Experience or knowledge of the Voluntary & Community Sector
17. Understanding of diversity and equal opportunities; self-help approaches and empowerment; safeguarding; co-production and peer support.



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18. Excellent inter-personal, organisation, communication skills and a natural team player.
19. Commitment to a person-centred approach promoting health, wellbeing, independence, and choice.
20. Service focussed, business aware, adaptable, and flexible.
21. Full driving licence and access to a car at all times, with appropriate business use insurance – as Countywide travel essential.
22. Qualifications and experience – Level 2/3 or equivalent and/or significant experience in client focussed service delivery.