



THE PRINCE'S
COUNTRYSIDE
FUND

Senior Project Officer Job Description & Person Specification

Role:	Senior Project Officer
Contract:	Fixed term for three years
Hours:	Full time (37.5 hours per week)
Location:	Central London Office with some Home Working
Reports to:	Senior Programmes Manager
Salary:	£28,000 - £30,000 per annum

About The Prince's Countryside Fund

The Prince's Countryside Fund (PCF) is creating a real future for rural Britain. Our vision is of thriving family farms and rural communities, encouraged and recognised for the way they look after the countryside and their role in creating a sustainable future for our whole nation.

In practice, our work falls under three pillars – enabling thriving family farming farms, building confident rural communities, and inspiring support for our work. We provide support, funding, and advice to all people living and working in the countryside, and our ambitious fundraising strategy underpins all that we do.

We award over £500,000 in grants to rural, community-led projects across the UK each year and with a new three-year strategy in place, this is an exciting time to be joining our charity.

Purpose of the role

To manage the successful day-to-day delivery of a programme for the PCF, supporting farm businesses across England in developing business and environmental management skills. This will include:

- Successful delivery of a fixed programme of activity for farm businesses
- Building a relationship with and managing an extensive group of delivery partners
- Ensuring that the project is delivered to budget and within the agreed timescale
- Overseeing a robust evaluation of impact
- Reporting on progress to the Project Board and relevant funder.

This will all be achieved by proactive engagement with delivery partners, the funder and the wider PCF team.

Please note, applications are being considered on a rolling basis, and we may appoint before the closing date.



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Main Responsibilities / Accountabilities:

- Working with the Senior Programme Manager, set and implement a detailed project plan to ensure the successful delivery of this flagship project.
- Working with the wider PCF Team to develop and implement a communications and stakeholder engagement plan for this project.
- Support the project delivery partners to recruit farm businesses across England to participate in the programme.
- Lead on the development of the programme content and work with local contractors to ensure that this is successfully carried out to a consistent standard in all delivery regions.
- Oversee the delivery of and provide the administration for the project across all regions.
- Manage the day-to-day costs of the project in line with the agreed budget, and working with the Head of Finance to process invoices in accordance with the project programme and timetable.
- Manage the project working group, holding fortnightly meetings for all delivery partners, and ensuring progress against agreed milestones.
- Oversee the robust evaluation of the project with consultancy support.
- Support the communications team to gather case studies.
- Provide regular and accurate progress reports to the Executive Director, Project Board, PCF Board of Trustees and funder.
- Analyse some data and create reports, as required.

Additional Accountabilities

- Ensure that health and safety requirements (including relevant Covid-19 restrictions) are met in the areas for which the jobholder is responsible.
- Ensure data protection requirements are met in the areas for which the jobholder is responsible
- The post holder may be required to carry out other duties that are reasonably to be considered as within the scope and purpose of the job and the aptitudes of the post holder.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description.

Special working conditions:

- Travelling across England (and occasionally other parts of the UK)
- Attending evening and early morning events
- Some overnight stays.



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Person Specification

- Knowledge**
- Good knowledge of project or programme management and associated administration (Essential)
 - Interest in rural/farming issues (Desirable)
- Experience**
- Engaging and communicating with a wide range of clients/beneficiaries/customers (Essential)
 - Engaging and coordinating with delivery partners (Desirable)
 - Project administration or programme management, including developing and working to project plans, managing budgets, establishing workflows and working to deadlines (Essential)
 - Reporting on progress to a Project Board (Desirable)
 - Working and reporting on government-funded projects (Desirable)
 - Working closely with teams in Finance and Communications (Desirable)
- Skills**
- Excellent organisational, planning, prioritisation and time management skills (Essential)
 - Strong communication and presentation skills and be able to operate credibly at all levels (Essential)
 - Able to develop and implement robust processes and systems and have strong attention to detail (Essential)
 - Highly motivated with a pro-active and a 'can-do' attitude (Essential)
 - Ability to work effectively within a team as well as independently (Essential)
 - Budget management (Essential)
 - Advanced user of MS Office applications, particularly Excel (Essential)
 - Experienced in using Salesforce (Desirable)
 - Relationship building, networking and negotiating skills (Desirable).
- Behaviours**
- Organised and efficient
 - Highly Motivated
 - Calm, polite customer-facing manner
 - Comfortable operating with people from all walks of life
 - High level of integrity and trustworthiness
 - Results-orientated
 - Demonstrates flexibility and open mindedness.