

# Every Good Work

## Project Officer Role Description

JOB TITLE: Project Officer

RESPONSIBLE TO: Project Lead

### KEY RELATIONSHIPS:

Line Manager

David Gerrard: Project Lead

Vicars of St Helen's Sandal and St George's Lupset

Cross Project (local schools work project)

Head Teachers and school staff

Barnabas Programme Team

Diocesan Youth Lead

Director of Mission and Revitalisation

### BACKGROUND

Every Good Work is an innovative project to grow new young disciples across the city of Wakefield. The Diocese of Leeds is working in partnership with three local churches who have a strong track record of serving their local communities. National funding has been made available for us to work together with other local partners to engage with young people in schools and other settings, to work with them in developing social justice projects, and to develop new worshipping communities that are shaped by and ultimately led by young people. It is intended that over 200 young new disciples will be involved in these new worshipping communities by 2028.

### PURPOSE

We are looking for a gifted, experienced and skilled project officer to take an operational and administrative lead on the project *Every Good Work: Reaching Children, Youth and Young Adults in Wakefield*. The project officer will be based at St Catherine's Belle Vue and will work across all three churches and with a variety of other stakeholders including local schools. The post is critical to enable the growth of the project and facilitate the delivery of its vision to develop young disciples in the city of Wakefield. The post holder will be expected to provide creative and strategic insight, problem solving skills and information tracking for the project.

### HOURS

The standard workweek is 35 hours, with flexibility required for occasional evening and weekend work as needed. Work arrangements should be agreed upon with the line manager with the possibility for flexible working available.

### MAIN DUTIES AND RESPONSIBILITIES

#### Management

- Manage the day-to-day operations of the Every Good Work Project.
- Coordinate (with parish safeguarding officers) the safer recruitment of new volunteers as appropriate.
- Support line management processes, including reviews and meetings.
- Oversee and implement procedures to ensure clear, efficient, and effective project operations.
- Produce and manage rotas liaising with staff and volunteers as required.
- Assist in planning, organising, and delivering project events, community initiatives, and social action activities.

- Develop and implement a strategic plan aligned with bid objectives, tracking progress against key milestones. Work with the Project Lead to proactively adjust strategies to overcome challenges, maximise impact, and ensure project outcomes are delivered on time and in line with long-term goals.

### **Project co-ordination**

- Lead efforts to ensure smooth cooperation between different churches and stakeholders in the project.
- Coordinate timetables and project arrangements between churches, youth workers, schools, and other partners.
- Oversee the planning, production and implementation of risk assessments, issue logs, and project change requests.
- Liaise with the differing parishes safeguarding officers, youth workers and volunteers to ensure that safeguarding records are completed, and safeguarding practices are implemented across the project.
- Manage procurement and distribution of necessary supplies to support project activities as required.

### **Project Administration**

- Provide administrative support to the Project Lead, youth workers, and young people engaged in social action work.
- Maintain detailed records of attendees at youth events and gatherings, including hours spent on social action projects and other key project measures, to support tracking and reporting.
- Maintain accurate financial records and process expense claims, reporting to the diocesan programme board.
- Maintain financial oversight by tracking the project budget, analysing expenditure, and identifying variances or risks. Provide insights to optimise resource allocation, mitigate financial concerns, and ensure alignment with project objectives.
- Ensure all necessary policies and procedures (e.g., health & safety, insurance, data protection, food hygiene) are in place for the use of church premises, youth venues, or hall hire, ensuring compliance with legislation, best practice and management of risk.
- Lead on GDPR compliance for the Project.