



**Paul Bragman**  
Community & Economic  
Regeneration Consultants Ltd

**WSA**  
Community  
Consultants



# Project Consultancy & Research Officer

WSA Community Consultants & Community Regen

## Job Description

**Principles:** This role will work to two consultancies as a shared role with 2.5 days each week being allocated to each consultancy – Paul Bragman Community and Economic Regeneration Consultants Limited (Community Regen) and WSA Community Consultants Limited.

**Contract:** This contract is to cover the postholder who will be taking maternity leave and cover will be required from the beginning of September 2018 for up to 11 months (depending on the return date of the current employee.)

The salary will be dependent on experience and the salary scale for this job is £24,000 to £28,000. The annual allowance is 20 days holiday (10 for each consultancy) plus bank holidays. There will be some evening and weekend work required where time off in lieu can be taken. Review meetings will take place quarterly.

Usual working days are Monday, Wednesday and half of Friday for Community Regen and Tuesday, Thursday and half of Friday for WSA. Where either consultancy has work on another day that needs support a swap by mutual agreement can be agreed. The role is based at the two home offices of the consultancies in north London but will require some days where the postholder works from their own home and reports in remotely.

**Line Managers:** There will be two contracts in place managed respectively by:

- Paul Bragman for Community Regen
- Wendy Sugarman for WSA Community Consultants

## **Objectives of the post:**

- To provide high quality consultancy support by leading on the bidding, planning, delivery and evaluation of key projects when delegated
- To provide high quality and organised research – both quantitative and qualitative including analysis of data in accessible and useable formats for a range of audiences.
- To manage the consultancy offices and provide administrative and organisational support to both Directors
- To plan and deliver communications for both consultancies including using social media to promote and communicate key messages and link with others
- To be responsible for continued GDPR implementation and other agreed procedures / policies for both consultancies

## **Key Tasks**

1. Organisational administration including liaising with partners and clients, scheduling and planning meetings/events/workshops/trainings, organising electronic files, information systems, databases and project deliver and timelines,
2. Research including desk research for projects, designing and piloting surveys and questionnaires, interviewing people and some community facing work. Using systems including survey monkey to support surveys.
3. Data analysis and mapping including accessing and organising complex demographic and other data and producing summaries, graphs and tables using programmes such as Excel.
4. Producing Reports, writing up workshops, training, events and writing up work as agreed.
5. Desk based research on project proposals, new and existing projects
6. Reviewing tender opportunities and initiating work on tenders as required
7. Communications work including blogs, social media, database expansion, bulletins, promotion and marketing including use of Mail Chimp and other online tools.
8. Newsletter / annual report writing and coordination
9. Website overview and ensuring both websites are kept up to date using Wordpress
10. Outreach and community consultations and research as required
11. Organising and supporting meetings, workshops, events and training with minute taking and reports where required
12. Participation in meetings with clients where required
13. Event and training organisation and management
14. Maintain accounts / book keeping

15. To manage projects on behalf of Community Regen and WSA Community when delegated
16. To provide regular updates and clear communications around all work undertaken
17. To present on work undertaken in different settings and to diverse client groups
18. To plan and deliver training where required
19. To organise files and folders, including shared folders, to ensure they are clear, accessible and that version control is managed efficiently.
20. Any other tasks required to support Community Regen and WSA Community Consultants to achieve their committed delivery

### Person Specification

	Essential	Desirable
<b>Experience</b> <ul style="list-style-type: none"> <li>• Has at least two years relevant professional experience of work with communities, research or a related field</li> <li>• Has some experience or understanding of working in a multi-faceted organisation</li> <li>• Working with different stakeholders, including residents, Local Authorities, businesses, residents and community groups.</li> <li>• Confidence with social media such as Twitter, in order to promote and communicate key messages and link with others</li> <li>• Is able to manage projects or specified work allocations within projects.</li> <li>• Inclusive practice and working with diverse communities</li> </ul>	 X    X  x	  X  X   X
<b>Knowledge:</b> <ul style="list-style-type: none"> <li>• Community Development and working with communities</li> <li>• Research methods and approaches plus accessing data websites / demographic data</li> <li>• Evaluation processes, data collection and possibly theory of change as a framework for planning and evaluating.</li> </ul>	   X	 X   X
<b>Abilities:</b> <ul style="list-style-type: none"> <li>• To engage and include local residents and communities</li> </ul>	 x  x	

<ul style="list-style-type: none"> <li>• To plan and coordinate projects and pieces of work keeping good records and communicating clearly</li> <li>• To accurately collate information and resources in useable formats for a range of audiences</li> <li>• To organise own work, manage priorities and achieve objectives without close supervision paying close attention to detail.</li> <li>• Excellent verbal, written communication, interpersonal skills and ability to liaise, work, and negotiate with a variety of individuals, groups, communities, voluntary, statutory and private sector.</li> <li>• To communicate effectively with a wide range of people – both verbally and in writing – demonstrating good judgement and sensitivity and being friendly and approachable.</li> <li>• Ability to network well on behalf of WSA &amp; community regen</li> <li>• Good working knowledge of all computer applications, especially spreadsheets, desk-top publishing and email / internet functions</li> </ul>	<p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	
<p><b>Other skills or approaches:</b></p> <ul style="list-style-type: none"> <li>• Is passionate about community development</li> <li>• Is reliable, enthusiastic and motivated</li> <li>• Can work on their own initiative but knows when to refer back</li> <li>• Is flexible and can react to the demands of new contracts and changing workloads</li> <li>• Has a flexible approach and is willing to go the extra mile!</li> <li>• Is available for some evening and weekend work when required and to take time back in lieu</li> </ul>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">x</p>	