

## Projects Officer

---

**Salary:** £28,000 per annum including OLW

**Hours:** 35 hours per week (**open to reduced hours/days**)

**Contract:** Ongoing

**Location:** Greater London. Hybrid contract: a mix of remote work and at our centre in Harrow

**Benefits:** 28 days annual leave per annum rising to 30 days after one year, plus bank holidays; 6% pension contribution

**Closing Date:** 01 November 2024

**Interview Date:** tbc

**Other:** An enhanced Disclosure and Barring (DBS) check will be undertaken

---

### Job Description

Are you passionate about helping children and young people in distress get the targeted help and support they need? Do you have any experience at scoping funding bids, drafting monitoring and evaluation reports and using Salesforce or a similar database to run reports and evidence impact in a charity setting? This role is suited to someone with the ability to work flexibly, both as part of a team and on your own initiative.

*If you don't have all the experience we are asking for but believe you could do this job well with training and support, please do apply and tell us why.*

### Duties will include:

- Ensuring relevant funding opportunities are researched and drafted, developing a funding pipeline and working closely with the Centre Director to submit timely bids.
- Working with the Digital Systems Manager to generate reports on programme outputs and impact as needed eg. for quarterly reports; partner meetings; annual reports; funding reports and all aspects of monitoring and evaluation.
- Creating and managing a monitoring and reporting timeline and ensuring data is collated and drafted within deadlines, coordinating with the therapists and youth workers to get case studies and youth surveys and feedback.
- Support the CEO in responses to fundraising opportunities and approaches including some research of funding opportunities; drafting funding bids and working with the Marketing and

The **wish centre** - Delivery Hub: Cedars Youth and Community Centre - Chicheley Road - Harrow Weald - HA3 6QH

Registered Office: 85 Great Portland Street - First Floor - London - W1W 7LT

Tel: 020 3137 9044 - Email: [info@thewishcentre.org.uk](mailto:info@thewishcentre.org.uk) - Website: [www.thewishcentre.org.uk](http://www.thewishcentre.org.uk)

Comms Officer to manage the provision of information for fundraising events and funder requirements.

- Coordinate training requests and work with the CEO to plan and book training externally and with partner schools and agencies in Harrow and across London.
- Deputising for the CEO when needed at partnership meetings and events.
- Work with the CEO and Finance and Admin Manager to administer the Trustee Board

### General (all staff)

- At all times, protect the safety and security of the **wish centre**, service users, staff, volunteers and buildings, and the confidentiality of records and other information.
- Be responsible for personal learning development and keep up to date on research, relevant legislation, policy and practice, and other literature relevant to the role.
- Participate in supervision, training and meetings as required, and assist in the development of services in line with agreed work plans.
- Ensure the effective implementation of the **wish centre**'s Safeguarding, Health & Safety, Equality and Diversity, and other policies and procedures and uphold its core values.
- Work across teams and undertake such other duties, appropriate to the role, as may reasonably be expected.

By joining our team of committed and friendly colleagues, you will:

- Help us to make a life-changing difference to young people.
  - Thrive in a role with a high degree of responsibility and flexibility.
  - Enjoy working with other like-minded people, who care about doing an excellent job.
  - Have ownership over many aspects of the charity's operations, with tangible results.
  - Develop a range of key skills and knowledge areas.
  - Enhance your skills through professional development opportunities.
  - Benefit from dedicated time and support given to your career and personal development.
- Training on the issues as well as our Salesforce database, Assessment and Review forms, and Safeguarding procedures will be provided.

### Variation Clause

The **wish centre** reserves the right, following full and reasonable consultation with the member of staff concerned, to vary, add or alter any of the terms and conditions of employment.

## Person Specification

Requirement – Sift Criteria	Essential or Desirable
Degree level or equivalent experience to ensure written skills to present information accurately, appropriately and clearly	Essential
Experience of researching and developing funding bids in a charity environment	Desirable
Experience of generating impact and data on Salesforce, or similar cloud database system, including interrogation and reporting	Desirable
Excellent organisational skills and ability to prioritise and manage timeframes effectively	Essential
Experience of creating and preparing monitoring and evaluation reports	Desirable
Confidence to communicate well with a range of professionals internally and externally, and ability to represent Wish with integrity.	Essential
Commitment to children's and young people's rights and understanding of the <b>wish centre's</b> work and its core values	Essential

***To apply please send a brief CV with a statement of 150-200 words showing how you meet the Person Specification to [info@thewishcentre.org.uk](mailto:info@thewishcentre.org.uk)***