**Project Support Officer (fixed contract until 31st March 2022)**

**Supporting Communities**

**Pay level: Level 3 Zone 1 (£30,066-£34,538)**

**Job Capsule Supplementary Information: Project Support Officer**

**This supplementary information for *Project Support Officer* is for guidance and must be used in conjunction with the Job Capsule for Job Family Place Job Level 3 Zone 1 – Camden Way Category 3.**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes.  It does not form part of an employee’s contract of employment.**

**Role Purpose:**

This role supports the delivery of a pan-London (32 borough) anti-idling project which is co-led by London Borough of Camden and City of London Corporation. The project supports elements of each borough’s air quality action plans and transport strategies in relation to idling. You will support the Project Lead Officer in the delivery and every day operation of this project. This will include delivering idling volunteer events to engage the local community, delivering engine idling training for fleets (both borough and commercial). It will also include delivering school assemblies and workshops to create anti-idling banners. You will help the project lead in the development and implementation of a wider communications/advertising strategy to raise awareness and further increase outreach for the engine anti idling campaign and work with our partner university to create and deliver a research project investigating the impacts of idling and behaviour change. You will work with the project lead to coordinate enforcement work to be done by the boroughs. You will be liaising with various teams within each authority to deliver all elements of this project.

It is also important to liaise with key stakeholders such as local community groups, the Greater London Authority and Transport for London.

You will be required to travel to the participating location authorities on a regular basis to ensure project delivery.

**Key outcomes that this role will deliver:**

* Idling action events (up to 8 per year per borough)
* School assemblies and anti-idling banner workshops (up to 4 per borough per year)
* Communications strategy and advertising campaign developed and implemented through borough comms channels and wider advertising mechanisms
* Research project completed and results published
* Fleet engagement & training
* Coordinating Enforcement (project officers to assist with this by providing templates and advice to boroughs adopting enforcement and reviewing different ways of enforcing).
* Ensuring the above outcomes are delivered within the set times and budget.

**\**Please note the above will be delivered between yourself and the Project Lead Officer***

**People Management Responsibilities:**

N/A

**Relationships:**

The post holder will be required to make contact with a range of people and organisations as outlined below. This work requires the ability to communicate at all levels with audiences that have varying degrees of knowledge and understanding of air quality issues, in order to maintain stakeholder relationships, effect necessary behaviour change and perception and ensure effective continuation of delivery of key targets.

* Outside agencies such as the Greater London Authority and Transport for London
* Members of the Council including council officers, managers and ward members
* Schools
* Members of the public including residents and community groups
* Participating Local Authorities

**Work Environment:**

The successful post holder:

* Has to be able to work flexibly across various work environments.
* Will be required to engage with council officers and members of the public including businesses and schools on a regular basis.
* Work will be a mixture of office and outdoor based.
* Will be required to spend an equal amount of time at each authority assigned to you for this project.
* Working times are Monday to Friday. You may be required to work outside standard office hours occasionally.

**Technical Knowledge and Experience:**

* Experience of working with a variety of stakeholders both internally and external to an organisation.
* Experience of partnership working demonstrating the ability to build partnerships.
* Knowledge of air quality issues.
* Experience of working in a sustainability, air quality, or transport orientated environment is desirable.
* Experience in compiling data
* Competent ability to use MS Word, Excel and other MS Office programs.
* Very good written communication skills with the ability to write and presenting technical air quality information in a variety of formats to a diverse range of stakeholders, taking into account the expertise and understanding of different audiences.
* Very good oral communication skills, with the ability to communicate ideas and concepts on air quality matters clearly and concisely to a wide variety of people.
* Excellent time management skills, including the ability to independently prioritise work in accordance with organisational requirements
* Excellent interpersonal and team-working skills
* Ability to work under minimal supervision

**Qualifications**

As this role involves engaging with the general public and minors, you are required to have an Enhanced DBS.

To have a relevant degree or professional qualification. (Desirable but not essential)

**Camden Way Five Ways of Working**

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together*.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

* Deliver for the people of Camden
* Work as one team
* Take pride in getting it right
* Find better ways
* Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>