

Newcastle City Council

Job Description



Directorate: Tyne and Wear Archives and Museums

Division: Central Services

Post Title: Project officer AA1160

Evaluation: 394 Points **Grade:** N4

Responsible to: Project Manager

Responsible for: Staff as allocated

Job Purpose: To support the development, monitoring, planning and delivery of projects.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Assisting with the creation and development of the project
2. Assisting with the planning and delivery of the project.
3. Engage local people, schools and community groups during the research and production period.
4. Liaising with voluntary and community groups, corporate and statutory bodies and other external agencies, and with individuals as appropriate.
5. Assistance with development of the interpretive elements of the project, and work with designers and others to produce high quality resources.
6. Provide advice and guidance to volunteers and participants in the project including freelance staff as required.
7. Liaise with TWAM marketing & communications colleagues to disseminate the interpretive materials to relevant organisations.
8. Promotion of the project to colleagues, peers and participants and to the public and the press, in association with appropriate TWAM staff.
9. Document the project and use appropriate evaluation tools to ensure the project is working effectively.
10. Integrating the project into the existing material and initiatives in TWAM.
11. Assisting with the preparation of progress reports, evaluation and other documents required by TWAM.

12. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
13. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.

June 2008