

Barmaddy Restored Job Descriptions

Post Title:	Barmaddy Restored Project Officer
Salary Scale:	Salary: £ 19830 + pension SJC Scale AP2 (SP 22) (09-10 figures)
Location:	Barmaddy Farm, Loch Awe
Funding:	Monument Trust/Scottish Natural Heritage
Duration:	Twelve-Months (Continuation Dependent Upon Funding)

Job Purpose

The Project Officer will manage, implement and develop GalGael's Barmaddy Restored project. The fundamental purpose of the Project Officer is to ensure achievement of the project aim to create a centre where people can come together to learn, work and aid in restorative processes, both personal, cultural & ecological. The Project Officer will work as part of our new rural team; supported by the Outreach and Development Officer.

Main Duties

The Project Officer will work to achieve the aims and outcomes for the Barmaddy Restored Project as laid out in the Project Plan and timetable. This will include the following duties:

1. To undertake general project work for the *Barmaddy Restored* with the support of the Outreach and Development Officer.
2. To set annual restoration priorities and coordinate operational planning for Barmaddy based on the work plan outlined in the Project Plan.
3. To recruit and support participants and volunteers and facilitate their personal development and benefit from their experience at Barmaddy as described in the Project Plan. This will include delivering experiential training opportunities.
4. To organise access to Barmaddy for GalGael participants from Glasgow including transportation.
5. To co-ordinate the completion of work tasks at the house and in the surrounding areas to the agreed timetable.
6. To supervise and manage health and safety at Barmaddy and keep records in support of this.
7. To establish and maintain appropriate recording and monitoring structures and to coordinate evaluation of quantitative and qualitative data.
8. To upkeep robust financial systems and assist in managing project budgets.
9. To assist the Outreach and Development Officer in securing future funding for the financial sustainability of the project.
10. Other reasonable duties as implied by the Project Plan and as deemed necessary by the developing nature of the post.

OUTCOMES

Outcomes for the post would be as follows. Further outcomes will be set for subsequent years in the event that funding is secured.

- By Sept 2010, the Project Officer will have facilitated 50 people from rural and urban backgrounds accessing Barmaddy and be able to record their improved physical and mental well-being, as a result of their work and exploration at Barmaddy Farmhouse and the local area
- Within 12 months, the Project Officer will have implemented the year one of the project plan so that Barmaddy Farmhouse is a fully functional basic bunkhouse, the meadow fenced and in the process of regeneration and the garden producing food for the participants.

FACTOR	ESSENTIAL	HIGHLY DESIRABLE
Relevant Knowledge & Experience	<ul style="list-style-type: none"> • Working understanding of project management, targets & outputs • Ability to set up organisational systems • Business planning experience • Health and Safety legislation and management • Food production and/or land management • Numeracy competency • Leadership experience 	<ul style="list-style-type: none"> • Project management experience • Knowledge of production/social economy organisations • Outward bound or similar experience of working with people in outdoor environments • Local knowledge
Qualification & Attainments	<ul style="list-style-type: none"> • Educated to or working towards degree in a relevant field or sufficient experience in a similar post 	<ul style="list-style-type: none"> • Management qualifications or management experience • Proven people management skills
Skills	<ul style="list-style-type: none"> • Excellent written and oral communication skills • Networking skills • IT literate • Presentation and Public Speaking Skills • Ability to communicate effectively with people from different backgrounds • Driving license • Leadership & people skills 	<ul style="list-style-type: none"> • Good networking skills • First Aider (training will be given if necessary)
Qualities	<ul style="list-style-type: none"> • Ability to understand and work with the GalGael ethos • Community & Partnership working • Innovative • Problem solver • Able to work as part of a team and under own initiative • Scrupulous attention to upholding confidentiality 	<ul style="list-style-type: none"> • Open to Change/adaptable

Reporting Structure

You will be accountable to the GalGael Project Coordinator, who has ultimate responsibility to the Board for delivery of the Barmaddy Restored Project.