



Job Pack

Full Time Project Officer

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About Kilcooley Women's Centre (KWC)

Kilcooley Women's Centre (KWC) is a community-focused organisation supporting women, families and the wider community through programmes, training, personal development, advocacy, volunteering and community-based initiatives. KWC works in partnership with local organisations and statutory, community and voluntary sector partners to create opportunities, improve wellbeing, build confidence and support positive change.

The Centre delivers a range of projects and programmes and works closely with participants, volunteers, tutors, partner organisations and funders. The Project Officer will play an important role in ensuring projects are well organised, effectively delivered, monitored and evaluated, with appropriate records and reporting maintained.

Section 1

Job Description

Job Title: Project Officer

Location: The Old Market House Bangor

Travel across the range of group sites will be an essential part of this post.

Reports to: Line Manager & Senior Management Team,

Salary: NJC Point Scale 5

Contract Duration: This is a post is currently secured until the end of September 2027,
Job is subject to 3-month probation period.

Holidays: 25 days per year plus statutory holidays

Hours of work: 35 hrs per week, Monday to Friday - willingness to work including occasional evenings and weekends is essential.

Start Date: It is anticipated that this post will commence October 2026

The following gives an indication of the current main duties and responsibilities of the post. The post holder will be expected to work flexibly and carry out any other duties appropriate to the role which may reasonably be required from time to time.

Main Purpose of Job

The Project Officer will support the effective planning, coordination, delivery, monitoring and evaluation of projects and programmes. The post holder will take responsibility for project activity, working with colleagues, participants, volunteers, tutors, partners and other stakeholders to ensure project outcomes are achieved.

The Project Officer will contribute to project planning and implementation, maintain accurate project records, support budget and expenditure monitoring, coordinate activities, gather evidence of outcomes and prepare information for internal management and funder reporting.

Key Objectives for the Project Officer

The role of Project Administration Officer is a pivotal role within the all projects.

Coordinate assigned project activities and ensure they are delivered effectively and in line with agreed plans, timescales and funding requirements.

Build positive working relationships with participants, colleagues, volunteers, tutors, partner organisations and other stakeholders.

Maintain accurate and up-to-date project records, participant information, monitoring data and supporting evidence.

Monitor project progress against agreed outputs, outcomes, milestones and targets and identify issues requiring attention.

Support the preparation of project reports, monitoring returns, evaluations and information required by funders and management.

Support project expenditure monitoring, procurement and value-for-money processes in line with organisational procedures.

Contribute to continuous improvement by gathering participant feedback, identifying learning and making practical recommendations.

Main areas of responsibility for the post

- Assist with the planning and coordination of project activities, sessions, events, workshops and community engagement.
- Take day-to-day responsibility for allocated project activities, ensuring arrangements, resources, venues, tutors and participants are appropriately coordinated.
- Act as a key point of contact for participants and provide appropriate information, support and signposting.
- Work with colleagues to recruit, register and engage participants and maintain accurate attendance and participation records.
- Coordinate with tutors, facilitators, volunteers and partner organisations to support effective delivery.
- Monitor participation, achievement, engagement and project outcomes using appropriate systems and evaluation tools.
- Maintain clear and accurate project files, databases, spreadsheets and digital records, ensuring information is recorded consistently and securely.
- Collect evidence required to demonstrate project outputs and outcomes, including attendance, feedback, case studies, photographs and other appropriate evidence, in line with consent and data protection requirements.
- Support the preparation of interim and final reports, funder monitoring returns, statistics and other project documentation.
- Assist with monitoring project budgets and expenditure, checking invoices and supporting procurement and value-for-money processes as required.

- Identify emerging issues, risks, delivery challenges or changes in participant needs and escalate these appropriately to the line manager.
- Support the development of project materials, including timetables, promotional information, newsletters, presentations and digital content where required.
- Work with KWC colleagues to promote project activities and encourage participation, including through appropriate social media, website and community networks.
- Develop and maintain effective relationships with community, voluntary, statutory and other partner organisations.
- Support meetings, events and project reviews, including preparing information, taking action points where required and following up agreed actions.
- Contribute to evaluation, learning and continuous improvement across KWC projects.
- Participate in staff meetings, training, supervision, CPD and other organisational activities as required.
- Work in accordance with policies and procedures, including safeguarding, equality, health and safety, confidentiality and data protection.
- Carry out any other duties reasonably required by the organisation that are appropriate to the level and nature of the post.

Scope and Accountability

- The post holder will be expected to work independently within agreed procedures while seeking guidance where appropriate.
- The role involves responsibility for the coordination and monitoring of allocated project activity, but does not replace the overall accountability of senior management or the relevant project manager.
- The post holder will be expected to maintain professional boundaries, confidentiality and accurate records at all times.
- The role has functional flexibility and duties may change as projects develop and organisational needs change. Any significant changes will be discussed with the post holder.

Person Specification:

	Essential	Desirable
Attainments / Education	▪ Relevant qualification at Level 3 or above, or equivalent experience in project, community, voluntary sector, administration, training or a related field.	• Relevant project management or community development qualification.
Experience	▪ Experience of working in a project, community, voluntary sector or similar role. ▪ Experience of coordinating activities, programmes, events or services. ▪ Experience of maintaining accurate records, monitoring information and preparing reports. ▪ Experience of working with participants, service users, volunteers, tutors and/or partner organisations. ▪ Experience of organising and prioritising workload, managing competing deadlines and working independently. ▪ Experience of using Microsoft 365 applications, including Word, Excel, Outlook and Teams. ▪ Experience of collecting and using feedback, monitoring information or evaluation data.	• Experience of working with funded projects and preparing information for funders. • Experience of monitoring project budgets or expenditure. • Experience of working within a women's centre or women's sector organisation.
Skills / Qualities	• Excellent organisational and time-management skills. • Strong written and verbal communication skills. • Ability to build positive and professional relationships with a wide range of people.	

	• Good attention to detail and ability to maintain accurate records. • Ability to identify issues, use initiative and escalate concerns appropriately. • Ability to work flexibly as part of a team while also managing own workload. • Good IT skills and confidence in learning and using new systems. • Commitment to equality, inclusion, confidentiality and respectful practice.	
Knowledge & Values	• - Knowledge and understanding of the community and voluntary sector. • Understanding of the needs and issues affecting women, families and/or communities. • Understanding of project monitoring, evaluation and reporting. • Awareness of safeguarding, confidentiality and data protection responsibilities.	• Knowledge of the community and voluntary sector in the Ards and North Down area. • Experience of partnership working with statutory, voluntary and community organisations. • Experience of supporting volunteers, tutors or sessional staff.

A Full driving licence and access to transport, or another suitable means of meeting the travel is a requirement of the post.

Section 2

Application Process:

- Applicants must **complete and sign** the Application Form included in **Appendix 1**. Applicants are required to also **submit a CV** and **covering letter** outlining their suitability for the specified role.
- **Cover letter must be 2 A4 pages maximum (one-sided only) and CV 4 A4 pages maximum (one-sided only). Font size 11.** Within your cover letter, you should provide evidence that you meet each of the **criteria contained in the person specification** by giving examples of what you have done, and demonstrating how you believe you meet each requirement. The shortlisting panel cannot make any assumptions. Simply asserting that you have the required knowledge and skills is not sufficient.
- Applications will only be accepted by email to hr@kilcooleywomenscentre.co.uk. To be accepted the application **MUST** include the **Monitoring Form** (Appendix 2).
- **Application form, cover letter, CV and equal opportunities monitoring form** must arrive by **Thursday 31st August 2026**
- Access requirements: Please let us know about any reasonable adjustments you may require during the recruitment process, including the application stage.
- We may only interview those applicants who appear, from the information provided, to be the most suitable in terms of the person specification provided. We reserve the right to use the enhanced criteria

Equal Opportunities

- Gifted is an equal opportunities employer. Gifted does not permit unlawful discrimination of any kind against any person on grounds which include gender, sexual orientation, marital status, religious belief or political opinion, race, or disability. Unlawful discrimination is defined as treating a person less favourably than others are or would be treated in the same or similar circumstances.

Canvassing

- Canvassing in any form will, disqualify a candidate for the appointment.

Interviews

- **Interviews will be held mid September.** Please ensure your availability for interview on this date, including the evening, as it is not possible to arrange an alternative date.

Job Description

- The duties outlined in the Job Description serve as a guide to the current and primary responsibilities of the post. These will inevitably vary as the role develops and the Job Description will be reviewed on a regular basis. Changes will be subject to consultation with the post holder

Appendix 1**APPLICATION FORM****Application Check List**

- ✓ **Cover Letter: 2 pages max, one-sided only, Font size 11**
- ✓ **CV: 4 pages max, one-sided only, Font size 11**
- ✓ **Application form**
- ✓ **Full Drivers licence and access to transport**
- ✓ **Eligibility to work in the UK**
- ✓ **Able to start October 2026**
- ✓ **Equal Opportunities Form**

POSITION APPLIED FOR: **Administration Officer**

SURNAME:	MR/MRS/MS
FORENAMES:	
ADDRESS:	
POSTCODE:	
TELEPHONE NO: Work	Home:
Mobile:	Email:

Are you eligible to work in the UK? Y / N
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A full driving licence and access to transport for work purposes or access to another form of transport that would allow the postholder to meet the travel requirements of the post is essential for this post.

Please indicate if you meet this requirement?	Y / N
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Are you able to begin if appointed in October 2026 Y / N

REFEREES - Please provide the name and address of two referees who should have knowledge of you in a working/academic capacity (one should be your most recent employer if relevant). References will only be taken up at appointment stage.

Past Employer

Other

Name:

Name:

Position:

Position:

Address:

Address:

Tel No:

Tel No:

Are you eligible to work in the UK?

You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act 1996) if offered the post.

I certify that all the information I have given is correct to the best of my knowledge. I understand that knowingly giving any false information may result in any job offer being withdrawn or, if appointed, to dismissal.

Signature of Applicant:**Date:**

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Appendix 3 – Equal Opportunities Form **CONFIDENTIAL**

Gifted wants to meet the requirements of equality legislation and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

Please return the completed form together with your cover letter and CV to
lynne@giftedenterprise.org

Sex and gender identity

What is your sex?

Female ☐ Male ☐ Prefer not to say ☐

Is the gender you identify with the same as your sex registered at birth?

Yes ☐ No ☐ Prefer not to say ☐

If the gender you identify with is not the same as your sex registered at birth, please write in:

Age	16-24 ☐	25-29 ☐	30-34 ☐	35-39 ☐	40-44 ☐	45-49 ☐
	50-54 ☐	55-59 ☐	60-64 ☐	65+ ☐	Prefer not to say ☐	

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

Asian or Asian British

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Prefer not to say ☐

Any other Asian background, please write in:

Black, African, Caribbean or Black British

African ☐ Caribbean ☐ Prefer not to say ☐

Any other Black, African or Caribbean background, please write in:

Mixed or Multiple ethnic groups

White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐

Prefer not to say ☐ Any other Mixed or Multiple ethnic background, please write in:

White

English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish ☐

British ☐ Gypsy or Irish Traveller ☐ Prefer not to say ☐

Any other White background, please write in:

Other ethnic group

Arab ☐ Prefer not to say ☐ Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes ☐ No ☐ Prefer not to say ☐

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual ☐ Gay ☐ Lesbian ☐ Bisexual ☐ Asexual ☐ Pansexual ☐
Undecided ☐ Prefer not to say ☐

If you prefer to use your own identity, please write in:

What is your religion or belief?

No religion or belief ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐
Muslim ☐ Sikh ☐ Prefer not to say ☐ If other religion or belief, please write in:

What is your working pattern?

Full-time ☐ Part-time ☐ Prefer not to say ☐

What is your flexible working arrangement?

None ☐ Flexi-time ☐ Staggered hours ☐ Term-time hours ☐
Annualised hours ☐ Job-share ☐ Flexible shifts ☐ Compressed hours ☐
Homeworking ☐ Prefer not to say ☐ If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None ☐
Primary carer of a child/children (under 18) ☐
Primary carer of disabled child/children ☐
Primary carer of disabled adult (18 and over) ☐
Primary carer of older person ☐
Secondary carer (another person carries out the main caring role) ☐
Prefer not to say ☐