

Talent Match

Staffordshire



Project Officer (Monitoring & Evaluation)

£24,500 per annum (pro rata)

22 hours per week

Fixed term contract until 30 June 2019

Main base: TMS Offices, Lichfield

Talent Match Staffordshire is a Big Lottery Funded project aimed at helping 18-24 year olds in the Staffordshire area, facing multiple barriers, on their journey to employment.

Talent Match provides a catalyst for long term change in how young people are viewed and supported, through greater understanding of their issues and barriers along with their talent and potential to succeed.

With a fresh, innovative and tailored approach, Talent Match Staffordshire inspires young people to believe in themselves and to achieve their goals.

We are looking for a Project Officer who cares about changing lives and making a difference!

Although initially a fixed term contract, this position offers an exciting opportunity to play a lead role in the ongoing development of Talent Match Staffordshire CIO.

We have exciting and ambitious plans and are looking for a likeminded Project Officer to help us bring them to fruition, and secure a successful future for Talent Match beyond June 2019.

This role involves assisting the Chief Executive Officer and Project Lead in the delivery of Talent Match Staffordshire, in line with our theory of change. This includes;

- Project monitoring and evaluation.
- Reporting on Project progress.
- Procurement of services.
- Project business and sustainability activity.
- Day-to-day Project activity.

Excellent communication and IT skills, effective monitoring and reporting processes that include measuring and demonstrating outcomes, are essential.

**For an application pack, please visit our website www.talentmatchstaffs.org.uk
Please send completed application forms to joanne@talentmatchstaffs.org.uk
CV's not accepted.**

Closing date: Wednesday, 9th January 2019, 9.00am

Interview date: Thursday, 17th January 2019

