

Job Description & Responsibilities

Position: Project Officer	Hours: Fixed term contract, for 10 hours per week, until October 30 th 2021 (with potential for contract extension, subject to future funding).
Location: Shrewsbury, Shropshire	Reporting to: UK Programmes Manager
Salary: £21,000 per annum pro rata (against 35hpw)	Closing date: 29 th November 2020

Background to organisation

Signal exists to transform the lives of people who are Deaf, have hearing loss and those who experience tinnitus.

We work in the UK and internationally to support individuals, to enable and empower them. We engage at the community level, with many different stakeholders and local partners, to raise awareness and acceptance and encourage inclusive services.

We work in the UK, in Shropshire - where we are based - and internationally in sub-Saharan Africa, where we currently have projects in Malawi, Tanzania, Uganda and Zambia.

Signal was founded in 2013 through the coming together of two well established charities, the Woodford Foundation and the Shropshire Christian Deafness Association. These organisations have been engaged in enabling people with hearing loss in the UK and overseas for over a century and a half.

Signal's vision is an inclusive world for all that breaks down barriers and empowers people who are Deaf, have hearing loss or tinnitus, so that no one is left behind. Our mission is to advocate for change and build inclusive societies by ending stigma and isolation for those who are Deaf, have hearing loss or tinnitus.

We aim to achieve our mission by:

- Challenging perceptions through engaging in difficult conversations.
- Improving access to healthcare, education, employment, and services.
- Delivering our programme of work collaboratively, in partnership with organisations, who have a shared vision.
- Achieving positive change globally that is locally led by the communities we work with.

Introduction to the role

Do you want to change the lives of people who are Deaf, have hearing loss or experience tinnitus, in the UK?

We do. And we need your help to do it.

Signal requires a Project Officer with a passion for empowering people with disabilities and a strong desire to help build inclusive societies.

Our ideal candidate will be an excellent communicator, presenter, relationship builder and networker.

We want you to demonstrate that you've got the experience and skills to manage existing projects and take on brand new ones, championing each project and working collaboratively with colleagues and stakeholders to deliver to a high standard.

In the first instance, you'll be taking on responsibility for Signal's tinnitus project work. If you aren't sure what tinnitus is, don't worry, we will make sure you get the right training. If you do know what tinnitus is, then you'll have a good understanding of why this work is so vitally important to Signal and our beneficiaries.

The role includes the delivery of support groups – delivered virtually at the moment, but in the future, it would be a combination of virtual and in-person – so it would be great if you had experience of support group delivery. If you don't, don't worry; if you've got the right transferrable skills, we still want to hear from you.

We need you to have first rate organisational skills and be equally comfortable working alone on projects, or taking on a specific role within a project, as part of a broader team. And speaking of teamwork, that's really important to us. We're a pretty small team, with a wide range of skills, so being a strong team-player is essential.

Covid-19 has had a big impact on what we do and how we do it, so you will need to be agile in your approach and have the capacity to adapt the projects you have responsibility for to the changing environment.

If you think the above description sounds like you, we cannot wait to hear from you.

Key Responsibilities

- Leading on all aspects of Signal's tinnitus project
- Deliver Signal's tinnitus support groups, virtually using Zoom as well as face to face when that becomes possible
- Contributing to the development of project budgets where necessary and delivering project work on time and to budget
- Monitoring and evaluation of projects
- Working with the Volunteer Coordinator, supporting tinnitus volunteers, and ensuring regular volunteer group meetings take place as well as proactively ensure volunteers access appropriate training
- Assist in the preparation of scheduled donor reports
- Supporting Signal's fundraising team with the development of funding applications for projects, as defined by your line manager
- Leading on, or contributing to, other project work (outside of tinnitus project) as defined by your line manager

- To undertake other duties commensurate with the post, as agreed by line manager, and willing to take on additional responsibility where necessary

Person Specification and Skills

General

- Experience of project development, delivery and management including monitoring and evaluation
- Ability to work effectively both as a team member and independently
- Self-motivated, pro-active and a self-starter
- Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short and long-term deadlines
- An excellent people manager
- A critical and creative thinker

Communications

- Excellent written and verbal communication skills
- Ability to network and engage with stakeholders of all levels, promoting the organisation and its services
- Excellent presentation skills
- Excellent analytical skills

Administration

- Very good standard of IT and Microsoft Office 365 applications
- Knowledge of project funding procedures and guidelines
- Thorough organisational and administrative skills

These skills aren't prioritised in any particular order. If you don't think you tick all the boxes highlighted here, but you believe you bring something different to the table that can fulfil the role, then we still want to hear from you.

What the Role Offers

- The opportunity to contribute to make a real difference to people who are Deaf, living with hearing loss and experiencing tinnitus, in our countries of operation
- The opportunity to be part of an enthusiastic and motivated team
- Contributory pension, following probationary period
- 25 days' annual leave entitlement plus 8 days Bank Holidays (pro rata)

To apply, please send a copy of your CV and a detailed covering letter in support of your application, of maximum two pages, via email to Signal's UK Programmes Manager, Catriona@signal.org.uk

Applications must be submitted no later than 23:59 on Sunday 29th November 2020. Applications will not be accepted after this time.

Interviews are expected to take place early December.

You should include the contact details of two referees, one of whom should be your current or most recent employer. We will not contact your referees prior to interview.

Candidates please note that Signal will not be in a position to address enquiries concerning this role by telephone. Should you require any information prior to submitting your application, please email Catriona@signal.org.uk

Signal requests no contact from recruiters or media sales.

We can only consider candidates who have the right to work in the UK.