

Job Description & Responsibilities

Position: Project Officer	Closing Date: January 4 th 2019
Location: Shrewsbury, Shropshire	Reporting to: Programme Lead
Salary & hours: Salary £23,088 pa FTE. Part-time 21 hours per week (actual salary £13,104).	Duration: Funded by Big Lottery; Fixed term contract until 31 October 2021 (with possibility of extension).

Background to Organisation

Signal was formed five years ago when two organisations, the Shropshire Deafness Association (SDA) and the Woodford Foundation joined together. Signal has been operating in one form or another since the 1860s providing assistance to deaf and hard of hearing people within Shropshire. It has been active for fourteen years assisting sensory impaired (deaf and deafblind) children and young people in sub-Saharan Africa to become full and active members of their families and communities.

The Role

Signal, in partnership with the Big Lottery Fund's Reaching Communities programme, secured funding in November 2018 to support a three-year project aimed at creating deaf friendly places and spaces across Shropshire, Telford & Wrekin, including work with the Deaf community, raising deaf awareness and improving life opportunities for people living with hearing loss or deafness. The role of Project Officer is within this Big Lottery funded project.

The Project Officer will be responsible for:

- Developing and supporting delivery of Deaf Awareness Education to organisations across the county
- Planning a calendar of events throughout the year, delivering hearing screening and the promotion of Signal services
- Working with the Outreach Worker to develop and plan programmes of social and information enrichment to the Deaf, British Sign Language (BSL) community within Shropshire
- Planning and leading excursions for Deaf, BSL community
- Developing and maintaining excellent stakeholder links
- Collecting, collating and interpreting service data and submitting reports against specific grant objectives

Skills

Essential

- Previous experience of delivering projects within a specific budget
- Good IT skills (Microsoft packages, database/CRM experience)
- A motivated self-starter, able to work independently and as part of the team
- Highly organised
- Sociable, with a flair for stakeholder networking
- Full driving licence

Desirable

- Have some personal or working experience of hearing loss or deafness
- British Sign Language skills
- Experience of community development work
- Experience of monitoring and evaluation

What the Role Offers

- This is a fixed-term contract until the end of October 2021, with the potential for ongoing work where further funding is secured
- Opportunity to make a difference for people living with hearing loss or deafness
- Opportunity to develop your career within a growing charity and amongst supportive, enthusiastic colleagues
- Based in Signal's office, town centre location in Shrewsbury
- Contributory pension
- 25 days holiday per annum (pro rata) plus Bank Holidays

Interested individuals may contact Signal, by telephoning 01743 358 356 or sending an SMS to 07950 782 819.

Apply in writing by sending your CV, plus a covering letter explaining why you feel you would be the most suitable candidate for this role, to Catriona Nicholls at info@signal.org.uk or by post to **Signal, 8a College Hill, Shrewsbury, SY1 1LZ**, to arrive no later than **Friday 4th January 2019**. Please quote job reference **POBL1819**.