

JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Campaigns and Project Officer
Department:	External Relations
Contract Type:	Fixed Term
Job Purpose:	Campaigns and Project Officer responsible for preparing project plans, which will include allocating resources, timeframes and budgets for campaigns and projects within the External Relations teams.
Job Band:	C2
Reports to:	Head of Marketing and Communications
Direct Reports:	None
Other Key Contacts:	<ul style="list-style-type: none"> • Senior Managers • Internal & external stakeholders
Financial Responsibilities:	N/A
Location:	May be office based in Maidenhead or can adopt a flexible hybrid option of part home/part office working
Working hours:	37 hours per week. There may be occasions where you will be required to work additional hours. Time off in lieu may be granted for any approved additional hours worked
Travel: <i>(when travel restrictions are lifted)</i>	Must be willing to travel within the UK and overseas, sometimes at short notice. Valid passport, full UK car driving licence
Right to work:	Must have the right to work in the UK

BACKGROUND

The Commonwealth War Graves Commission (CWGC) honours and cares for the men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten. Funded by six Member Governments, our work began with building, and now maintaining, cemeteries at 23,000 locations all over the world. Today, over a century after we first began, our work continues through our staff, supporters and volunteers who preserve our unique cultural, horticultural and architectural heritage and ensure that the stories of those who died are told.

KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE

General

- Act as the 'go to' person who manages projects and campaigns within External Relations, allocating resource from start to finish
- Act as key point of reference for queries and information and be proactive in enhancing existing processes so that projects and campaigns run efficiently
- Break projects into actions and set timeframes using project management tools
- Maintain databases to ensure all documents are completed accurately, are up to date and are well organised and easy for team members to access
- Responsible for monitoring project and campaign milestones and organising regular project meetings
- Ensure projects are within budget and are delivered on time
- Act as the point of contact and communicate project status to all participants
- Analyse risks and opportunities

Job Functional Knowledge

- Demonstrable project management experience

Business Expertise

- Expertise will be across the organisation

Leadership

- Excellent stakeholder management skills

Problem Solving

- Analytical skills required

Nature of Impact

- The role contributes to the reputation of the CWGC

Area of Impact

- The role will impact across the whole Organisation

Interpersonal Skills

- The role requires a high degree of organisation and a good influencer/negotiator

PERSON SPECIFICATION

Education and Knowledge

Essential

- Educated to degree level or equivalent experience
- Demonstrable Microsoft Office skills
- Prince 2 Project Management or equivalent

Desirable

- An ability to prepare and interpret flowcharts, schedules and step-by-step action plans
- Familiarity with risk management and quality assurance control

Experience

Essential

- Demonstrable experience of coordinating projects and campaigns
- Experience of liaising with project stakeholders to understand requirements and ensure objectives are met
- Hands-on experience with project management tools

Desirable

- Working for a Not-For-Profit organisation

Skills and Abilities

- Excellent communication skills both oral and written
- Excellent organisational and time management skills
- Ability to forge good relationships across the organisation, with good influencing and negotiating skills
- Flexibility
- Attention to detail and ability to meet tight deadlines
- An alignment and adherence to the CWGC's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Health and Safety responsibility for self and others

Your key duties are set out within this job description. From time to time, you may be required to perform such other reasonable duties that fall outside your job title or key job duties, should this be necessary to meet the needs of the CWGC.

Signatures

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date: