



Bannau  
Brycheiniog

# POWYS PSB CLIMATE PROJECT CO-ORDINATOR

GRADE 7 £30,151 - £32,020

FIXED TERM CONTRACT- 31ST DECEMBER 2024

37 HOURS PER WEEK

CLOSING DATE: 22ND NOVEMBER 2023

INTERVIEW DATE: 1ST DECEMBER 2023



**BGC  
Powys**  
Bwrdd Gwasanaethau  
Cyhoeddus



**PSB  
Powys**  
Public Service  
Board



# **POWYS PSB CLIMATE PROJECT CO-ORDINATOR**

## **JOB DESCRIPTION**

Post Designation: Powys Public Services Board Climate Project Co-ordinator Hosted by BBNPA

Grade: 7

Accountable to: Powys PSB Climate Working Group Convenor

Department: BBNPA Policy Team

Location: BBNPA HQ

Duration: 11 month contract, 37 hrs per week, with potential to extend

### **Job Purpose:**

To be the lead coordinator for the project to develop a holistic Powys Climate Action Plan. To proactively administer the project, including project planning and day to day financial management. To organise a series of events to enable specialist technical, Public Services Board partner, and wider stakeholder and community input into action plan development.



## **POWYS PSB CLIMATE PROJECT CO-ORDINATOR**

### **MAIN DUTIES**

1. Administratively manage the project. Use a range of project administration tools such as Gantt Charts, budget spreadsheets and action point tracking to support the Powys PSB Climate Working Group to deliver a complex set of outputs in a short timescale. Keep team members updated about progress and action needed, as required. Proactively develop and implement information management systems as needed.
2. Support the smooth functioning of the Climate Working Group. Proactively coordinate and manage a series of working group meetings including: practical arrangements for online and in-person meetings including scheduling, booking rooms, booking visitors in; providing technical and other support; taking and circulating notes of action points.
3. Stakeholder liaison. Support the interface between the PSB Climate Working Group and a wide range of stakeholders and communities, including coordinating and managing practical arrangements for online and in-person meetings including scheduling, booking rooms, booking visitors in, and planning for and providing technical, catering and other support as needed. Taking and circulating notes of action points.
4. Stay abreast of and utilise emerging good practice in stakeholder engagement, in line with the Wellbeing of Future Generations Act.
5. Prepare documentation. Coordinate and collate input from PSB members and a wide range of stakeholders into a range of reports, updates for PSB members, the PSB board, funders, and other stakeholders. Provide administrative support for financial budgeting and reporting. Administer the Welsh translation of documents.
6. Administer reports to funders. Coordinate the production and collation of information required by funder(s) including but not restricted to: evidence of project outputs and outcomes, financial plans, claims forms, defrayment evidence, procurement evidence, employment documentation.
7. Additional ad-hoc support. Provide additional ad-hoc administrative and events organising support as needed. Tasks may include practically organising events, assisting with recruitment, fundraising, and resolving IT issues.
8. Such other duties as are commensurate with the objectives and grade of the post, as directed from time to time by the Powys PSB Climate Convenor.

# **POWYS PSB CLIMATE PROJECT CO-ORDINATOR**

## **PERSON SPECIFICATION**

### Essential Criteria

Educated to a degree level or above

A minimum of 2 years experience in senior PA or administrative support or events management

Excellent organisational skills including the ability to manage and prioritise own and other workloads and meet strict deadlines

Excellent written and oral communication skills and the ability to liaise with Members and Senior Officers, Senior Members of other organisations and the general public

Ability to manage and projects and events, sometimes at short notice

Ability to act with tact, diplomacy and discretion on both sensitive and confidential matters

Excellent IT skills on the full range of MS, social media and other business packages

Full driving licence

A commitment to the principles, ways of working and goals of the Well-being of Future Generations Act

Excellent communication and interpersonal skills with negotiation skills and an ability to influence outcomes, with reasoning, persuasion and tact

Personable, patient, empathetic and friendly

Highly organised, with the ability to work effectively under pressure, prioritise and meet deadlines

Proactive, flexible and adaptable

A team player, who has a can-do attitude and is enthusiastic and passionate about delivering outcomes

Able to attend occasional evening meetings and work outside standard office hours

Welsh Language Level 0

### Desirable Criteria

PRINCE 2 Foundation Level, Agile, project management qualification or equivalent

Project administration skills including budgeting

Wellbeing of Future Generations Act goals and ways of working

Welsh Language Level 1

Note on Welsh Language Requirement

Please note: If you do not meet the Welsh language Requirements specified, then the Authority offers a variety of learning options and staff support to help you meet these requirements during your employment with us.



## **POWYS PSB CLIMATE PROJECT CO-ORDINATOR**

### **ADDITIONAL INFORMATION**

#### Annual leave entitlement

23 days per annum plus 8 public holidays and 2 extra statutory days, pro rata. Leave entitlement rises annually to 26 days per annum after 5 years' service. If you transfer from the service of an outside Authority to the Brecon Beacons National Park Authority, you are able to bring with you your accrued leave entitlement (accrued due to length of service) up to a maximum of 25 days.

#### Pension

The pension scheme in place is a standard Local Government one; the employee contributes 5.5% (up to £16,500) which rises to 5.8% (£16,501) of their contractual hours worked and the employer currently contributes 20.9 %.

#### Location

The position will be based in the National Park Headquarters in Brecon.

EEA and Swiss nationals who are NOT eligible to apply for a right to work in the UK under the EU Settlement Scheme must have some other form of immigration permission entitling them to work from 1 January 2021 onwards.

Applications must be received by 11.00 a.m. on the morning of 22nd November 2023. Unfortunately, late applications will not be considered.

Would candidates please note that it is not the practice of the National Park Authority to acknowledge applications, nor to inform candidates of the outcome of their applications. Please assume that if you receive no further communication, your application has been unsuccessful.

If you have a disability, please indicate this to us in a covering letter. Should you meet the essential criteria and be called to interview, please let us know of any special requirements needed.

Applications are welcomed and accommodated in either Welsh or English. An application submitted in Welsh will not be treated less favourably than an application submitted in English. We would be grateful if you could state in your application form if you wish to conduct your interview and assessment in Welsh or English. Should you be successful to the interview stage and wish to conduct your interview through the medium of Welsh, we will provide a simultaneous translation service for the benefit of non-Welsh speaking members of the panel.

Please note that all application forms and supporting information will be securely retained for six months and we may contact you should a suitable vacancy arise. After six months all application forms and supporting information will be destroyed. Should you object to your information being retained, please could you let us know and we will destroy your application form after the outcome of the recruitment process.

Where candidates are invited to interview, it is the Policy of the Authority to contact referees at that stage. Please could you identify any problems this may cause on your application form under the relevant section. Please note that when completing your application form you must be able to demonstrate how you meet the essential criteria set out in the person specification relevant to this post. You should also demonstrate how you meet the desirable criteria set out in the person specification, but do not be deterred from applying if you do not meet all of the desirable criteria.