

JOB DESCRIPTION

POST TITLE: Project Officer

SALARY: £30,450 (pro-rata)

RESPONSIBLE TO: Chief Executive Officer

LOCATION: 5 Atholl Place, Perth, PH15NE (Hybrid working considered)

HOURS: 7 hours a week

CONTRACT TYPE: Fixed term for 18 months

POST FUNDED BY: NHS Tayside Charitable Trust

ABOUT OUR ORGANISATION

As a charity we work closely with people who have experienced psychological trauma and are living with the symptoms of this. We work in partnership with trauma survivors to improve their quality of life through therapy, training and personal development, shaping future services and the understanding of trauma through research projects. We promote a holistic and multi-faceted approach to treating all types of psychological trauma, prioritising mutual understanding and respect of clients, staff and volunteers. As an organisation we thrive to be transparent, consistent and autonomous. We are looking for a person who shares our values and has skills that can contribute to shape a small growing charity.

THE ROLE

Trauma Healing together is a charity requiring an organised, innovative, and creative individual to work with us to support and grow our Perth and Kinross Mental Health and Wellbeing Festival. The Perth and Kinross Mental Health Festival was established in 2021, and its main aim was to bring the local community together to highlight the importance of mental health and showcase the different type of support available.

We are looking for someone who is experienced in organising and promoting large scale community events and is skilled in developing key strategic partnerships especially within the third sector.

MAIN TASKS AND RESPONSIBILITIES:

1. Co-ordinate, Organise and Deliver 2 annual Perth and Kinross Mental Health and Wellbeing Festivals.
2. Deliver an effective social media and marketing campaign promoting the Perth and Kinross Mental Health Festival.

3. Recruit and coordinate volunteers to help organise the festival.
4. Utilising existing networks, identify and develop key partnerships with other local third sector organisations to widen the scope of the festival.
5. Organise regular stakeholder meetings with partners, volunteers and people with lived experience.
6. Build relationships with local media, businesses, and community groups to enhance event visibility and partnerships.
7. Prepare evaluation reports and identify project improvements.
8. Provide regular updates about the progress of the project to the senior management team.
9. Strategically identify ways to continue the legacy of the festival.
10. Oversee event budgets and track expenses to ensure cost-effective delivery.
11. Monitor and evaluate the success of events and promotional campaigns, preparing detailed reports and making recommendations for improvement.
12. Help to increase awareness of trauma to the general public and other organisations.
13. Support the delivery of Trauma Healing Together Vision, Strategy and annual Business Plans.
14. Promote Trauma Healing Together and our work to relevant organisations and stakeholders.
15. Assist and support other members of the team to deliver tasks where appropriate. As required, assist other teams within Trauma Healing Together
16. Maintain effective records and gather data for quality and monitoring purposes.
17. Undertake any other duties appropriate to the post and in accordance with the needs of Trauma Healing Together

SKILLS AND KNOWLEDGE

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Educated to degree level AND/OR relevant professional qualification or extensive relevant work experience 	<ul style="list-style-type: none"> • Training in Mental Health
Knowledge / Understanding	<ul style="list-style-type: none"> • Knowledge of mental health third sector organisations working in the central belt. • Understanding of event planning processes, including logistics, health & safety, and risk assessment. 	<ul style="list-style-type: none"> • An understanding of how mental health impacts individuals and communities
Skills	<ul style="list-style-type: none"> • High level of verbal and written communication skills, including copywriting for promotional materials and confident public speaking. • Computer literacy • Excellent organiser • Strong interpersonal skills with the ability to build relationships and work effectively with a range of stakeholders, including volunteers, community organisations and the public. • Ability to work flexibly to meet the needs of the service and service users, including evening work. • Good initiative and problem-solving skills • Creative and has the confidence to work independently and grow own ideas. • Ability to work as part of a team and build respectful relationships • Competent in using social media platforms, email marketing tools, and design software (e.g., Canva, Mailchimp). • Passionate about making a difference through charitable work. 	
Experience	<ul style="list-style-type: none"> • Proven experience in event management and/or promotional campaigns, preferably in the charity or non-profit sector. • Experience working with volunteers and community engagement. • Experience of recruiting, training, or supervising volunteers • Project Management • Using social media strategically to promote events • Developing partnerships with other organisations • Writing evaluation reports 	<ul style="list-style-type: none"> • Experience of working in the third sector • Experience of project budgeting. • Working in the mental health field • Experience working with media or press outlets for event promotion.