

Volunteer Project Officer



The Project Officer assists with the development and implementation of our plans, projects and activities to help people across communities

Where: Home, Yorkshire

When: Weekends, Weekdays, evenings, flexible

Commitment: Flexible

What will I be doing?

- Manage or support identified projects consistent with the strategic objectives
- Contribute to program development
- Contribute to the delivery of core activities and functions in accordance with our strategic priorities

What skills will I develop for my CV?

- Listening
- Presenting
- Problem Solving
- Creativity
- Staying Positive
- Aiming High
- Leadership
- Teamwork

What do I need?

- Sound planning and organisational skills and ability to manage priorities within tight timeframes
- Ability to support processes, tasks and resources required to achieve a goal
- A good understanding of project management, including design, implementation and evaluation
- ? Demonstrated ability to engage, and build relationships with internal and external stakeholders
- Highly developed oral and written communication skills

What else do I need to know?

- High level of computer literacy (MS Office suite or similar and online databases)
- Ability to work effectively in a team environment as well as individually
- Problem solving and decision making abilities

What's next?

Once you've registered interest in this role, a member of our team will be in touch to explain the next steps in your volunteer journey. We will review your CV, if successful, followed by an interview

For any queries please get in touch with us: volunteer@whiteroseeducation.co.uk