

Surrey

Region	Surrey
Post Type	Permanent
Working Pattern	Full Time – 37.5 hours per week.
Role Type	Operational delivery
Salary Range	£24,500 plus discretionary London weighting
Pension	The Company operates an auto enrolment pension scheme
Annual Leave	30 days per year including statutory and public holidays
Security checks	DBS check required

Contact and additional information

- This position is a hybrid role with some working from home, some community-based work and some office based work at Surrey County Council in Guildford, split to be agreed. Applicants need to be resident in the Surrey area.
- A full driving licence and access to a car is essential for the role
- The role will involve evening and occasional weekend work

Job description

The project officer will help communities to work in partnership with flood risk management agencies to better manage flooding and its impacts in their area. This will involve working with communities at flood risk and agencies using methodologies developed by the National Flood Forum and used successfully around the country.

We are seeking someone warm and approachable, who will be required to work in and potentially other areas in England & Wales. You will need to be able to engage appropriately and effectively with grass root communities at risk of flooding, as well as professional organisations and have proven project management skills.

Day to day you will work directly with members of the public in communities and liaise closely with external organisations and partners.

Co-workers

The National Flood Forum team is extremely supportive of one another. Officers work in projects across the country but speak and meet on a regular basis. Training and experience are gained alongside these officers in their areas.

Experience and skills required

You will need to:

- Have excellent written and verbal communication skills.
- Be highly organised, flexible, able to self-manage and prioritise workloads.
- Have experience of managing projects and writing formal reports
- Have patience, understanding and exceptional listening skills
- Be confident at engaging with all kinds of people over the phone, through virtual meetings and in person and be able to adapt your behaviour to different situations and people

Competencies required

Competence 1 - Communication

Communicates Effectively – Communicates clearly and effectively with a wide range of people, including communities and professional partners, taking account of the audience and their needs

Description - Listens and questions to understand. Works to facilitate and support the community's perspective.

Competence - *Shows commitment to putting the public & client first and takes pride in delivering a consistently high-quality service. Demonstrates active listening skills and tact in working with the public and professional partners.*

Competence 2 - Delivery

Delivering projects - Focuses on results, organises and prioritises for effectiveness, develops and delivers on plans.

Description – Manages projects effectively and writes reports efficiently and to a professional standard

Competence - *Organises and delivers tasks effectively. Produces comprehensive and well written reports, evaluations and statistics*

Competence - *Results focused; delivers on the targets for the project, continually monitors performance and takes corrective action where necessary*

Competence 3 – Team working

Managing self - Works co-operatively and flexibly with other members of the team towards common goals.

Description - Has full awareness of own strengths, weaknesses. Effectively organises self and takes personal responsibility for own role in the National Flood Forum

Competence - *Understands and recognises own role within the team. Works effectively with team members to deliver results*

Competence - *Understands the charitable objectives of the National Flood Forum*

For further details about the role or informal discussion please contact Amanda Davies
amanda.davies@floodforum.org.uk or 07734 899708

To apply -

- Please send a CV (maximum 2 sides)
- A supporting statement (maximum 1 sides) demonstrating how you meet the requirements.
- Please tell us how you heard about this position on your application.
- Please complete the equal opportunities form via this link
<https://forms.gle/azbqv3yT54JwcsW59>

Send to Jean Timmins, - jean.timmins@floodforum.org.uk **Closing Date: 13th April 2025 6pm**