

## Job Description

### Project Officer

**Job title:** Project Officer

**Hours:** Flexible (30+hours/week)

**Contract type:** Fixed term for 6 months, with potential to extend

**Salary:** £22,000 - £25,000 pro rata depending on skills and experience

**Reports to:** Community Manager

**Location:** Boston Spa, Yorkshire (with occasional travel nationally and within EU)

Last updated: 16/07/2018

The Open Preservation Foundation (OPF) is looking for an experienced, motivated and highly organised Project Officer to join our team in a new role. This is an exciting opportunity to work with leading libraries, archives, universities, research organisations and vendors across the world.

The Foundation is an international not for profit membership organisation providing open source digital preservation technology and knowledge to memory institutions around the world. Our vision is open sustainable digital preservation.

The Project Officer's role is:

- To provide project management for the OPF's national and international grants and projects.
- To manage the administrative and financial functions of the OPF office.

## Responsibilities

Working closely with the Community Manager and Executive Director, you will be responsible for the day to day management of the OPF office.

You will be happy working as part of a team as well as working independently to manage your own workload. You will possess the necessary experience to oversee the management of multiple projects, ensuring they are delivered on time and within budget and to a high quality.

### Project management

- Act as the main point of contact across OPF projects.
- Create, maintain and monitor project plans, documentation and reports, work hours, budgets and expenditures.
- Coordinate project management activities, resources, equipment and information.
- Organise and participate in project meetings.

- Document and follow up on important actions and decisions from meetings.
- Ensure project deadlines are met.

### Office management and administration

- Use online accounting software to track invoices and payments, work with the accountants to produce the monthly management accounts.
- Coordinate payroll and expenses payments.
- Manage the team calendar and online filing system.
- Prepare documents and write minutes for the monthly Board teleconferences and other relevant meetings.
- Develop and implement new administrative systems.
- Provide support with basic legal, HR and other business admin.
- Carry out any other activities the OPF may need to run efficiently and smoothly.

## Skills & Experience

As Project Officer you will have:

### Required

- Significant experience in a similar role.
- A degree or can demonstrate equivalent professional knowledge and skills sets.
- A strong understanding of project management methodologies, tools and techniques including: planning, scheduling, risk and issue management, governance, frameworks and methodologies, stakeholder engagement, change control, and quality assurance.
- A proven track record in coordinating and planning projects.
- An understanding or willingness to learn about digital preservation issues and current practices.
- A fluent command of English.
- Excellent verbal and written communication skills, including report writing, project proposals and evaluations.
- Experience of financial administration.
- Strong analytical skills.

### Desirable

- Additional language skills.
- Membership of a relevant professional body or project management qualifications.

You will need to be highly-organised, flexible, and able to work with a high degree of autonomy.

You will be a proactive and enthusiastic team-player with a positive approach to meeting the challenges of this role.