



Delivering Two New Councils for Cumbria

Project Support Officer Local Government Reorganisation (LGR)

INTERNAL APPLICATIONS ONLY

Salary: £27,741 - £28,672

Hours: 37 hours per week (Part-time or job share may be considered).

Workbase: Flexible (to be discussed with candidate) remote working is available, with some expectation to visit local offices within Cumbria.

Contract: Fixed Term – May 2023

Local Government in Cumbria is changing. From 1 April 2023, the current six district councils and Cumbria County Council will be replaced by two new unitary authorities, whose overall ambition is to provide a stronger service and offer to local people and their communities.

We are looking for pro-active and organised candidates to support the development and delivery of our LGR projects and programmes.

As Project Support Officer you will support the Programme Managers and Project Managers to deliver an effective, efficient and customer focussed support to all aspects of the management and administration of projects/programmes.

You will have the chance to work with colleagues across the county and district councils to develop and deliver project / programme objectives through planning, co-ordination, progress monitoring and support.

The role will include organising meetings and workshops, ensuring good administration and timely event planning for the successful delivery of each event and good coordination with attendees. You will also collect, analyse and report on project specific information to meet stakeholder requirements, updating routine monitoring data and generally maintaining programme data and information.

This is an opportunity to play a critical role within the LGR Programme, helping to ensure its success by contributing to and supporting the delivery of part of the programme.

If you believe you have the necessary skills and experience to fulfil this role, please apply below today!

To find out more about the LGR programme, visit <https://newcouncilsforcumbria.info/>

Important Application Information – Internal Applicants Only

We welcome internal applications from across all Cumbria County and Cumbria District Councils. To help manage the potential impact on ongoing service delivery, internal candidates are required to inform their current line manager prior to making an application.

Please state on your application which Council you are applying from.

This role will be hosted by Cumbria County Council and where appropriate a secondment agreement or internal transfer will be put in place.

Internal Applications will close on Sunday 12th December at 5pm

Interviews will be held 21st – 23rd December 2021