**Post title: Project Officer**

**Salary and grade: Band G - NJC points 19 – 23 (£27,852 - £30,151)**

**FTE: 37 hours - permanent**

**Location: Trust Head Offices - Magna 34 Business Park, Temple Road, Rotherham S60 1FG**

**Line manager: Procurements & Contracts Lead**

**Closing Date: Sunday 1st January 2023**

**Interview Date: Monday 9th January 2023**

Following new growth developments, we are seeking to appoint a professional, diligent and enthusiastic individual to become our Project Officer.

The successful applicant will bring experience of working in a similar department or business function. Self-management, reliability, proactive risk management and effective communication skills are key components of this role. Working with the Procurement & Contracts Lead, the successful applicant will have a strengths-based focus and a clear understanding of effective customer service.

Nexus Multi Academy Trust was founded in 2016 and has the highest ambitions possible for everyone we work with. We are a forward thinking and innovative Trust with collaboration, enrichment and improvement enshrined within our day to day practice ensuring that leaners and their families are always at the centre of what we do.

The vision for Nexus is that we are constantly “Learning together, to be the best we can be.” This vision is what we aspire to and is as relatable to every employee and partner of our Trust as it is to our children, young adults and their families. Please see a copy of our most recent prospectus, which is included in the recruitment pack for this advert.

What you can expect

* An exciting opportunity to join an award-winning, growing academy Trust
* Working within an award-winning MAT who pride themselves on having friendly and supportive academies who together are helping to transform communities
* An opportunity to join a team of dedicated and hard-working professionals who put our pupils at the centre of everything they do and are constantly striving to improve their knowledge, skills and practice

The post holder may be required to work flexibly across all settings in the Multi Academy Trust. We are open to part time, term time working patterns for this post.

More information about the role can be found in the attached job profile.

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Given the post holder will be working in settings with children and young people, and enhanced Disclosure and Barring Scheme check will be undertaken.

If you have any further questions or queries about the role, please email Lana Stoyles, Procurement & Contracts Lead - lstoyles@nexusmat.org

Please ensure that completed application forms are submitted to msimpson@nexusmat.org