

Project Officer

Full time, permanent

Salary: Band 2 – £35,000

About CfGS

The Centre for Governance and Scrutiny is a small national charity and social purpose consultancy working to strengthen governance, scrutiny, accountability and democratic practice.

In this mission we work in partnership with government, the LGA and other public sector institutions, helping to shape best practice and public policy around democratic accountability, oversight and governance.

Our work includes consultancy, training, facilitation, research, learning events, publications and thought leadership.

This is an important time for the sector. Local government is operating in a context of financial pressure, devolution, reorganisation, changing public expectations and declining trust in institutions. Good governance is not a technical extra in that environment. It is part of how places make better decisions, manage risk, work with communities and sustain democratic legitimacy.

CfGS is now strengthening its own capacity so that we can meet growing demand, improve organisational resilience, develop our national offer and continue to support the sector well.

About the role

We are looking for a curious, organised and motivated Project Officer to join CfGS at an exciting point in our development.

This is a brilliant opportunity for someone early in their career, or bringing transferable experience from another setting, who wants to work at the heart of democracy, governance and public service improvement.

You might be a recent graduate, a councillor or former councillor, someone who has worked with an MP or elected representative, someone with local government,

charity, community, policy or public affairs experience, or someone who has developed strong project, research or communications skills elsewhere.

This is not a traditional back-office administrative role, although strong organisation and attention to detail will be essential. You will work as part of project teams on live consultancy, learning and thought leadership work with councils and partners. You will help us plan and deliver workshops, training sessions, events, research, client projects and communications that support better governance, stronger scrutiny and more effective democratic accountability.

The role will give you exposure to the real work of democratic institutions: how decisions are made, how elected members are supported, how councils manage risk, how accountability works across place, and how governance can either enable or frustrate change.

You do not need to arrive as a governance expert. You do need to be interested, thoughtful, reliable, well organised and willing to learn. In return, we will give you the opportunity to build skills and confidence in project delivery, research, communications, facilitation, consultancy support and public sector governance.

We are more interested in your curiosity, judgement, organisation, writing skills and commitment to democratic practice than in a particular qualification route. You do not need to have followed a traditional academic or career path to apply.

Role purpose

The purpose of the role is to strengthen CfGS's project delivery, research and communications capacity across our consultancy, learning and thought leadership work.

The Project Officer will help ensure that CfGS's work is well organised, well evidenced and well communicated. They will support the planning and delivery of client projects, training sessions, workshops, events and publications, working closely with colleagues and, where appropriate, with councils, councillors, officers and partner organisations.

This is a development role for someone who wants to build their skills and confidence in governance, democracy, public service improvement, project delivery and communications.

What you will do

1. Support the planning, co-ordination and delivery of CfGS consultancy, learning and thought leadership projects, working as part of project teams across the organisation.
2. Help prepare for and support workshops, training sessions, client meetings and learning events, including materials, notes, evidence packs, attendee information and follow-up actions.
3. Contribute to research, evidence gathering and analysis to support consultancy assignments, training design, publications, proposals and wider thought leadership.
4. Support colleagues to manage project milestones, deadlines, actions and resources, helping to keep work on track across a busy and varied portfolio.
5. Help communicate CfGS's work and impact through newsletters, website content, social media, case studies, event promotion and other communications activity.
6. Assist with the preparation of proposals, reports, presentations and client-facing materials, ensuring they are clear, accurate and well presented.
7. Maintain accurate records and project systems to support delivery, evaluation, reporting and organisational learning.
8. Build effective working relationships with colleagues, clients, councillors, officers, partners and external contributors.
9. Provide wider coordination and administrative support where needed, recognising that CfGS is a small organisation where everyone contributes to shared delivery.

Working arrangements

CfGS is a home-based organisation, and we do not have a physical office. The postholder will need to be comfortable working remotely and managing their time from home, but they will not be working in isolation. We are a friendly and supportive team and have regular online team catch ups, including two scheduled team

meetings each week, one-to-ones, project meetings and plenty of informal collaboration.

Person specification

This role is suited to someone early in their career, or bringing transferable experience from another setting. And who wants to build skills in democracy, governance, project delivery, research, communications and public service improvement.

Essential

Knowledge and interest

1. Strong interest in democracy, governance, public policy, local government, public services, community leadership, accountability or social purpose work.
2. Some understanding of, or willingness to learn about, how councils, councillors, public bodies or democratic institutions work.
3. Awareness of the importance of good organisation, communication and evidence in supporting successful project delivery.

Experience

4. Experience of organising work, activities, events, projects, campaigns, meetings, research tasks or communications activity. This may have been gained through employment, volunteering, elected office, study, community activity, internships or other routes.
5. Experience of working with others to deliver a shared outcome, including coordinating tasks, following up actions or helping keep work on track.
6. Experience of producing written material for others to use, such as notes, briefings, web content, newsletters, reports, summaries, presentations, research outputs or social media content.
7. Experience of gathering, organising or making sense of information, evidence or data.

Skills and abilities

8. Strong organisational skills, including the ability to manage several tasks, deadlines and details at once.
9. Clear and confident written communication skills, with attention to accuracy, tone and audience.
10. Good verbal communication skills, including confidence engaging with colleagues, clients, participants, councillors, officers, partners or external contacts.
11. Ability to take good notes, identify key points, summarise discussions and capture actions.
12. Ability to carry out desk research, organise evidence and present findings clearly.
13. Good digital skills, including confident use of Microsoft Office, online meeting tools and shared document systems.
14. Ability to support events, workshops, training sessions and meetings, including preparation, materials, logistics, attendance information and follow-up.
15. Ability to work as part of a small team, taking responsibility for allocated tasks while being willing to ask questions and learn.

Personal qualities and ways of working

16. Curious, proactive and motivated to learn.
17. Reliable, well organised and attentive to detail.
18. Comfortable working in a flexible, remote organisation where priorities can move quickly.
19. Able to build positive working relationships with colleagues and external contacts.
20. Committed to CfGS's purpose of strengthening governance, scrutiny, accountability and democratic practice.

Desirable

1. Experience or involvement in local government, Parliament, politics, democratic services, scrutiny, public affairs, policy, campaigning, community organising, charity work, research or public service.
2. Experience as a councillor, young councillor, student representative, campaign organiser, MP/councillor caseworker or researcher, charity/project officer, policy assistant, public affairs assistant or similar.
3. Experience supporting workshops, training, learning events, conferences or facilitated sessions.
4. Experience creating content for newsletters, websites, social media, blogs, reports or campaigns.
5. Experience using spreadsheets, simple data analysis, surveys, forms, CRM systems, project management tools or mailing platforms.
6. Experience working with sensitive information, political issues or multiple stakeholders.
7. Degree-level education, an apprenticeship, professional qualification, or equivalent practical experience in a relevant area such as politics, public policy, local government, community work, communications, research, project coordination or public service.

How to apply

Please send your CV, a brief summary of your relevant skills and experience, and a short statement telling us why you are interested in the role, to info@cfgs.org.uk, with "Project Officer" in the subject line, by 9am on Monday 3 August 2026. For informal conversation about the role, contact Sarah Fenn: sarah.fenn@cfgs.org.uk.

Timetable

- Application deadline: 9am, Monday 3 August 2026
- Shortlisting completed: 7 August 2026
- Interviews (online): week commencing 14 August 2026, flexible on exact date/time.