

Project Co-ordinator

Job Description & Contract

Post: Project Co-ordinator

Location: Rossendale & Hyndburn

Salary: 3-month probationary contract @ £12.50p/h 65 Hours a month = £812.50 per month. Successful probation period will lead to a further 9-month contract @ £13.09p/h 65 Hours a month = £850.85 per month

JOB DESCRIPTION

Primary Job Purpose

The primary role of Project Co-ordinator is to direct, coordinate and oversee the staff of PEP in order to best support our beneficiaries. To be responsible for the development and delivery of PEP'S Community projects and Volunteer 's support. The PC will work with our staff, community and volunteers towards a lived experience working environment focusing on enabling the most disenfranchised such as Refugees/BAME/Asylum Seekers into developing and delivering opportunities around Education, Training, Employment, Volunteering and Wellbeing.

PEP is A Not For Profit Community Initiative that focuses on empowering the disenfranchised into taking leadership of their life and within our organisation.

The Project Co-ordinator will coordinate and host PEP groups/sessions.

The Project Co-ordinator will also work to grow the PEP Community in their area.

The Project Co-ordinator will report back to PEP's CEO

The PEP structure aims to support a natural progression of support for Refugees/BAME/Asylum Seekers using the following structure:

PEP Group Delivery Model

Empowerment Groups – For Men, Women and Young People. Set them up to unite the community and their goals. Meets weekly or fortnightly.

- **Focus:** Engagement, Excitement and Empowerment with routes into leadership and representation opportunities both personally and nationally.

Courses/Training Groups – various depending on need identified.

- **Focus:** Train and educate towards acquiring recognised qualifications, skills, social experiences to enhance employability and career aspirations as well as personal development.

Community Projects – in areas identified by the community, where there is a need and gap.

- **Focus:** to provide a service, support or initiative in an area where a need has been identified. Which aligns with our remit of creating opportunities for BAME and Refugees to take on leadership and representation roles in their community and society as a whole.

Job Purpose:

You will be responsible in ensuring the diverse delivery models are delivered to the highest standard and complies with project funding. This will involve routine monitoring, organising and participating in stakeholder meetings and ensuring that project deadlines are met in a timely manner. Ensuring clear referral pathways are promoted to our beneficiaries so they can access our provision as well as other provision. You will be responsible for managing and delegating to your team. Ensuring project outcomes are being met and reports and evaluation are submitted in time along with monitoring delivery and engagement.

DUTIES AND PRINCIPAL RESPONSIBILITIES

- Maintain and monitor project plans, project schedules, understand budgets and expenditures to ensure project delivery and expectations is controlled
- Promote the grant scheme and provision that is funded to ensure that our beneficiaries are provided with resources and outcomes in line with the project outcomes
- Be the point of contact for stakeholders and partner organisations and ensure stakeholder views are managed towards the best solution
- Organise, chair and facilitate internal meetings where appropriate and distribute minutes/ actions log
- Deliver training and support to groups as required
- Organise and manage all logistics for external meetings/events where appropriate
- Document and follow up on important actions and decisions from meetings
- Undertake project tasks and lead on some aspects of implementation as required
- Ensure project deadlines are met
- Accountable for ensuring evaluations and reports accounts are completed correctly
- Report regularly on progress to the CEO
- Support the development of project strategies
- Identify areas of need and engage with potential providers that appropriate provision is put in place
- Ensure programme operations and activities adhere to legal guidelines and internal policies and all documentation is maintained appropriately for each project
- Provide administrative support across programmes as needed

General Responsibilities

- Act in a professional manner to uphold the values of the organisation and support and promote diversity and equality of opportunity as a representative of the key stakeholders
- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the funding
- Maintain and improve competencies through continuous professional development
- Abide by organisational policies, code of conduct and practice
- Treat with confidentiality any personal, private or sensitive information about individual organisations and or clients or staff etc.

NOTE:

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the CEO from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

PERSON SPECIFICATION

Qualifications	-Educated to degree level in a related field of study or equivalent work experience
Experience	-At least 3 years' experience of working in a project management team -Clear understanding of the not-for-profit sector -Experience of monitoring funded projects
Skills and Aptitudes	-Excellent verbal, written and presentation skills - Excellent organisational skills - Sound planning and coordination skills - Excellent attention to detail - Competency in MS Office - Ability to work effectively both independently and as part of a team - Ability to build relationships and work successfully with people at all levels - Ability to focus on multiple tasks at the same time - Ability to manage own workload to meet tight deadlines
Personal Attributes	-Sensitivity to different cultures and work styles -A positive, "can do" attitude and flexible approach -A commitment to the success of our projects -A personable approach
Other Requirements	-Subject to an enhanced DBS, successful candidates will be required to undertake Safeguarding Training.
Other Requirements	-A Current Driving Licence will be desirable.

To Apply for this vacancy please send the following to Hameeda Khan-Davey at hameeda.pepenterprise@gmail.com: -

1. Send an up-to-date CV highlighting your qualifications, skills and work/related experience.
2. Also please forward a cover letter (no more than 1-page A4) explaining why you feel you are the ideal candidate for this post and whether you have held or hold a current DBS, Driving Licence and undertaken safeguarding training. Please ensure you use this letter to share information not currently shared in your CV.
3. **Closing date for applications is 7th May 2023 at 12 midnight.**

Please Note: We will notify successful candidates by 11th May 2023 with Interviews scheduled for 17th May 2023. If you do not hear from us by 11th May 2023, it means you were unsuccessful on this occasion.