



Position: Project Coordinator	Duration: up to March 2023
Contracted hours: 21 hours per week	Responsible to: Project Manager
Salary: £15,000 per annum (£25,000 pro rata)	Responsible for: project sessional workers/volunteers

JOB SUMMARY

Assist project manager to coordinate and oversee the delivering of project goals and targets in a timely and effective manner.

MAIN DUTIES AND RESPONSIBILITIES

- Plan and ensure delivery of a wide range of activities, that are accessible and responsive to the people in our diverse community towards finding out the barriers that prevent them from accessing nature and ways to overcome them.
- Coordinate the project's events, training, and knowledge exchange initiatives.
- Be accountable and responsible for timely delivery of project activities, workshops and surveys.
- Effectively manage the sessional staff and volunteers to ensure smooth delivery of planned activities.
- Work collaboratively with other partners and develop positive and effective working relationships with colleagues and external stakeholders, sharing knowledge and expertise
- Maintain up-to-date records that enable effective monitoring, control and evaluation of the project's activities and findings.
- Produce regular reports on project activity to external partners and funders.
- Manage partnerships and conduct regular stakeholder meetings.
- Engaging with diverse women and children through focus groups and surveys, to research the barriers that prevent them accessing and engaging with nature and explore how these can be overcome.
- Recruit volunteers as required and in line with the volunteer recruitment policy and Provide support, guidance and recognition to volunteers.
- Maintain efficient administrative systems, including client records and a database that comply with the data protection policy
- Monitor the activities by recording all relevant information and collating information for monitoring, evaluation and quality assurance purposes
- Ensure sessional staff/ volunteer timesheets and expenses are submitted on time for monthly payroll processing

Other Related Duties

- Adhere to and keep up-to-date with organisational policies, guidelines and procedures and best practice requirements
- Represent Women Connect First in a knowledgeable and professional manner at all times
- Maintain appropriate professional boundaries at all times
- Participate in regular supervision, team meetings and other meetings as required
- Identify own training and development needs in conjunction with your line manager and participate in training opportunities as directed
- Undertake any such additional duties as necessary in relation to the role or as requested by the Project Manager

PERSON SPECIFICATION

Experience
Experience of project coordination in a community setting
Experience of working in local environmental/heritage projects
Experience of working with people from diverse backgrounds in a 1-1 and group setting
Experience of developing and maintaining successful relationships with internal and external stakeholders
Skills
Excellent verbal and written communication skills, including accuracy and attention to detail
Excellent listening and interpersonal skills with the ability to empathise with people especially those expressing high levels of emotional distress
Excellent technical literacy of Microsoft Applications e.g., Word, Excel, and Outlook
Ability to apply sound judgement when confronted with new or unique problems, interpreting and working within policies
Ability to work independently with minimal supervision, able to meet deadlines and deal with competing priorities and demands
Demonstrate a commitment and enthusiasm for working with our client group
<ul style="list-style-type: none"> • Good communication and interpersonal skills capable of maintaining strong relationships. • Strong organisational and multi-tasking skills. • Excellent analytical and problem solving abilities. • Team-management and leadership skills. • Project Planning and delivery skills
Knowledge
Understanding the needs and position of people from diverse backgrounds

A personal commitment to equal opportunities and an ability to achieve results in this area
Knowledge and understanding of safeguarding responsibilities associated with vulnerable adults
An understanding of local nature and heritage; other nature projects
Knowledge and professional understanding of risk assessment
Qualifications
Degree or equivalent

Other Comments – the job holder:

- Must keep up to date with new methods and undertake any necessary internal or external training in accordance with company procedure/policies.
- Has a statutory duty to observe all health and safety rules & Covid regulations and take all reasonable care to promote the health and safety at work of themselves and their fellow employees. The Job Holder must report any health and safety issues immediately to their Line Manager in writing.
- Will be required to demonstrate positive attitudes and values towards others and work in a non-discriminatory way
- Post is subject to clearance of DBS checks