



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: Sessional workers & volunteers

Women Connect First are pleased to announce a new exciting Mental Health and General Wellbeing project 'Together we Can Thrive', the project aims to make a difference in the lives of women from diverse communities, to overcome the mental health stigma. The project will offer wide range of activities and support services by incorporating the social and cultural beliefs, and tackling different issues affecting the participants' lives.

The project is supported CAF Resilience Fund, which aims to help the people and causes hardest hit by Covid-19. The proposed project will offer key services to diverse communities to help us support our community as we rebuild from the pandemic

Job Purpose

The Project Coordinator is in charge of assisting the Project Manager in organising and delivering all the activities of Together We Can Thrive Project. This role involves project delivery as per timelines, liaising with tutors, facilitators, partners, stakeholders for service delivery, tracking project progress and ensuring that project deadlines and outputs are met in a timely manner, project database management and supporting the monitoring & evaluation of the project alongside the PM & external evaluator. The project Coordinator is also expected to increase and widen participation of BAME women from diverse ethnic background and age groups in the project activities to alleviate loneliness and social isolation and ensure improved mental wellbeing. The Project Coordinator will work closely with the Project Worker, sessional workers and volunteers and to liaise with all project managers and other teams at WCF to plan and organise the delivery of creative cultural and spiritual activities that engage the diverse communities.

WCF is committed to safeguarding and promoting welfare of children, young people and vulnerable adults and expects all staff to share this commitment. We are a diverse organisation that respects differences in race, disability, gender, faith background or personal circumstances and we welcome all applications. We want everyone to feel valued and included and to achieve their full potential. WCF is opposed to any discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate

Key Duties and Responsibilities:

- Assist the project manager to deliver and coordinate all mental health and well-being activities of the proposed TWC II Project.
- Coordinate project's activities, resources, equipment and information
- Break projects into doable actions and set timeframes

- Liaise with WCF projects to identify and define requirements, scope and objectives for the required activities
- Assign tasks and time scale to the project's team
- Make sure that clients' needs are met as the project evolves and we are offering culturally appropriate and confidential services where necessary.
- Help in preparing budgets and reports to funders.
- Monitor project progress and handle any issues that arise
- Create and maintain comprehensive project documentation, plans and reports
- Ensure standards and requirements are met through conducting quality monitoring and evaluation
- Publicise & promote the project activities within the diverse communities, stakeholders, networks within the public and third sector organisations and wider regional and national networks.
- Provide relevant support to participants to ensure that they maximize their potential and gain levels of confidence both physically and mentally

Project Coordinator - Job Description

- Deliver a targeted recruitment plan and training programme for participants
- Work closely with the Project Manager to develop new areas of delivery.
- Work with partners, participants within BAME communities and community organisations in a planned way to promote the aims and objectives of the HAF.
- Attend meetings to exchange ideas and information and share good practice
- Make a positive contribution to the formulation and implementation of activities
- Prepare and maintain materials for sessions
- Perform other duties as reasonably assigned or under the authority of the Project Manager
- Set up community based health activities for women and their families to encourage them to be physically more active and to improve their mental well-being
- To attend mental health related networks, meetings and events supporting partnership and sharing good practice
- Attend training courses relevant to the role
- Carry out administration such as registers, reports, retention and achievement data
- To work closely with colleagues to extend knowledge and skills in order to identify best practice
- To lead the mental health programme of activities for the assigned projects ensuring quality assurance, health and safety and safeguarding needs are met and adhered to.
- Work collaboratively with all other projects and services offered by WCF charity for a holistic approach and promote the ethos of the organisation.

PERSON SPECIFICATION

Experience
2 years' Experience of project coordination in a community setting
Experience of working around Mental health & Well-being
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
Project Planning and delivery
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
Project Planning and delivery skills
<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.
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 mental-health and well-being issues affecting BAME communities and knowledge of services available
Knowledge of local projects and services offering support and services to BAME
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