



JOB VACANCY

Project Co-ordinator (Digital Inclusion)

16 hours per week

£ 19, 902 per annum pro rata

Pennine Lancashire

Fixed term contract until 31st July 2019 (Funding dependant)

Lancashire Women's Centres are one of the thematic leads for the Age of Opportunity project funded by the Big Lottery and the European Union. We are also funded to work on the Invest in Youth Project and this role covers both of these exciting projects. Led by Selnet, in collaboration with a number of community partners, the aim is to reduce digital exclusion of people aged 50+ and 16-24-year olds to aid with progression into employment.

As the Project Co-ordinator you will be responsible for supporting vulnerable people on a 1-1 basis, referring and signposting to community provision and completing all relevant assessments, data input and paperwork required for the funders.

An excellent level of IT skills as well as experience in supporting others are essential, you will need to be an excellent communicator, as collaborative working with a wide range of partners is essential for the success of these projects.

If you are adaptable, professional and passionate about Supporting, Encouraging and Enabling women, then we would like to hear from you.

The post will be part funded by The European Social Fund and matched by The Big Lottery Fund for Building Better Opportunities Projects for Lancashire

In line with GOQ -SINGLE SEX ESTABLISHMENTS – (s7(2)(d)) this post is open to female candidates only.

Application pack is available to download on [this link](#)

www.womenscentre.org/careers/careers OR Request via email on recruitment@womenscentre.org

Send completed application pack to recruitment@womenscentre.org

Closing Date: Tuesday 26th June 2018 10am.

Interviews: Friday 29th June / Monday 2nd July 2018.