

JOB DESCRIPTION

Title:	Project Co-Ordinator
Location:	Blackpool
Hours:	37 hours per week
Contract Type:	4 years FTC (Subject to funding)
Salary:	£24, 670 per annum
Reporting To:	Head of Programme: Mental Health



Key Purpose

Working on our new Big Lottery Funded “Women’s Wellbeing” Project, our Project Co-ordinator will take on the main role of project coordination, ensuring we are meeting the objectives and outcomes to support women in the Blackpool area.

Main Responsibilities:

- Project management to meet aims and outputs.
- Project Coordination of staff and resources.
- Liaison with other relevant Programme Managers at LWC, including the Learning and Development Manager to enhance development and delivery of the project.
- Line Management and supervision of project workers.
- Recruitment, induction and supervision of counselling volunteers.
- Planning volunteer training, workshops and other activities to improve engagement.
- Clinical supervision and support for volunteer counsellors and staff.
- Assessment of clients and coordination and placement of individuals into one to one therapy or group training as appropriate.
- Working with other Co-ordinators to ensure recruitment of volunteers is safe and effective.
- Ensuring practices are up to date in line with industry standards
- Coordination of project marketing activity to ensure effective use of resources.
- Coordinate project evaluation activity to show impact.
- Project management of Appreciating People (project partner) to manage delivery of this element.
- Ensure data and reporting requirements are timely and accurate.

Generic Responsibilities:

Teamwork

- Assist others in completing their work
- Contribute to a positive work environment and promote teamwork
- Effectively coach/counsel others

Relationships

- Increase client/customer or user satisfaction

- Lead/participate in people initiatives
- Establish or expand relationships with key individuals
- Participate in relevant internal and external working groups/projects, services and initiatives
- Establish and build effective working relationships with key agencies and partners.

Organisational Responsibilities:

- Support excellent delivery across work streams and working collaboratively with the Project Co-ordinator and other staff.
- Modelling good practice to creating a professional culture.
- Be supportive of organisational change and understand the need for change/ flexibility.
- Participate in compulsory activities for example, team meetings, development days.
- Adhere to organisational policies.

Promoting Equality and Diversity:

- Treat all staff, volunteers and service users fairly.
- Ensure equal access to opportunities to enable team members/ colleagues.
- Create an inclusive culture for all.
- To carry out such other duties as may be required in line with the nature of the post.

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the service, and in keeping with the general profile of the post.

PERSON SPECIFICATION

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Qualifications	Educated to graduate level in a therapeutic discipline.	Essential
Experience	Minimum of 2 years work experience supporting people within relevant work areas.	Essential
	Experience of managing risk.	Essential
	Demonstrated capability to plan over short, medium and long-term timeframes and adjust plans and resource requirements accordingly	Essential
	Managing or supervising staff or volunteers.	Essential
	Experience of setting up and implementing internal processes and procedures.	Essential
	Voluntary sector work experience with vulnerable communities.	Desirable

	A gender specific approach to service delivery.	Desirable
Skills and understanding	Excellent understanding of meeting aims and objectives of projects.	Essential
	Mental health knowledge and skills in relation to supporting service users with this.	Essential
	A motivational person who can inspire others.	Essential
	Good organisational and administrative skills including a good knowledge of Excel and other IT packages.	Essential
	Is non-judgemental and understands the importance of equality and diversity at all levels of work.	Essential
	Can deliver work to a high standard and demonstrate a professional approach.	Essential
	Excellent interpersonal skills along with a high level of written and verbal communication skills.	Essential
Personal Attributes	Team focused	Essential
	Enthusiastic and approachable	Essential
	Shared values with LWC	Essential

Closing Date: Tuesday 31st July 2018 (10am)

Applications to Recruitment@womenscentre.org