



## **Project Coordinator**

**Pay:** £17,633.40 (3 days per week/0.6 FTE at 2022 NJC Scale 6, SPC22 – £29,439 annually)

**Hours:** 24 hours per week, working hours variable to meet the needs of the service - set days to be agreed with Practice Supervisor and flexible to meet needs of the Service

**Opportunity Type:** Part-time, fixed term for 3 years

**Location:** Exeter

**Reports to:** Practice Supervisor

### **Project(s) Assigned To:**

- Better Connections, incorporating Drop-In Support Service & Physical Activities

**Purpose of Job:** To act as Coordinator for Inclusive Exeter's *Better Connections* project, working with people from diverse cultural backgrounds to deliver a range of events and activities over the lifetime of the project. The Project Coordinator will have overall responsibility for planning, directing and overseeing the operation and financial health of the project; leading and overseeing the work of staff, sessional workers and volunteers; planning and maintaining work systems with the representatives of the participating communities, to ensure the aims of the project are achieved and performance is effectively monitored. The post-holder will report to the Practice Supervisor on delivery against agreed outcomes and on any staffing or strategic issues arising from the delivery of work.

### **MAIN DUTIES & RESPONSIBILITIES:**

1. Manage all aspects of project delivery, including feedback from participating communities, staff and volunteers.
2. Develop, review and comply with all Inclusive Exeter's policies and procedures.
3. Work with participating communities to set budgets and manage the delivery of events/activities, including risk assessments and ensuring the safety of participants, assisting with venue hire, promoting the events/activities, engaging with Exeter's wider community, and any other relevant task.
4. Work with participating communities to ensure the delivery is informed by local community needs whilst promoting cross-cultural engagement.
5. Apply to other bodies for funding to support the activities of communities not directly benefitting from the Better Connections award, as well as enhancing existing activities.
6. Promote Inclusive Exeter amongst local statutory and community organisations.
7. Support, develop and manage paid staff, sessional workers and oversee volunteer recruitment and support.
8. Oversee any contractors engaged to assist in delivery of the community events/activities.

#### **Inclusive Exeter CIC**

Registered Office: Exwick Community Centre, Kinnerton Way, Exeter, Devon, EX4 2PR  
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9. Monitor and evaluate the delivery of events/activities in line with funder requirements.
10. Assist with the development and implementation of sustainability and funding strategy.
11. Report on a regular basis to the Practice Supervisor and Project Steering Group on project delivery, impacts and any matters affecting staff and/or volunteers.
12. Perform such other duties as required by the *Better Connections* Project Steering Group and Inclusive Exeter Directors, commensurate with or at a lesser level of responsibility than those set out in this job description.
13. Work with the Project Administrator to set up mechanisms for enabling the different aspects of the project to be implemented and monitored.
14. Coordinate all social media and other communications working with the Communications Director.
15. Prepare agendas, take and distribute meeting notes liaising with the Project Administrator as necessary.
16. Prepare monthly reports outlining project progress, outcomes, impacts and project finances to include data on beneficiary and participant numbers.
17. Assist communities with setup, legal structures and organisational development.
18. Cover the work of the Administrator occasionally as needed (i.e. during staff leave/sickness etc.)

## **PERSON SPECIFICATION:**

### Essential:

- Training and/or significant experience of financial and budgetary management
- Lived experience of challenges faced by disadvantaged or marginalised communities
- Experience of staff management, recruitment and support
- Experience of budget management and fundraising
- Experience of taking a lead role in partnership working/development
- Experience of working within a charity, CIC or similar level of Trustee Board-led organisation
- Experience of working with diverse communities – especially ethnically diverse and LGBTQ+ communities; working with and engaging marginalised and excluded individuals and communities
- Understanding of diverse cultures, particularly those relevant in Exeter, and the issues facing Inclusive Exeter's target beneficiaries



- Experience of working with volunteers
- Experience of organising and delivering community activities and events
- Project planning skills
- Understanding of other agencies' roles in supporting target beneficiaries
- Leadership and management skills
- Supervisory skills
- Good IT skills including MS Office
- Good written and verbal communication skills
- Good report writing skills
- Good organisational skills
- Able to prioritise and work effectively under pressure
- Liaising and working well with others and delegating
- Able to establish team work and effectiveness
- Able to work alone or as part of a team
- Able to establish effective partnership working
- Flexible approach to working hours
- Openness and non-judgemental interpersonal skills

Desirable:

- Management, financial and/or HR qualification
- Trained in project management
- Experience of managing quality assurance and risks
- Experience of working for an organisation supporting diverse communities
- Fluent in two or more languages
- Good understanding of the voluntary sector
- Political awareness