



## JOB DESCRIPTION

**ROLE:** Project Coordinator

**REPORT TO:** Company Director/Project Manager

**LOCATION:** Various

**HOURS:** 6-10 hours per week (flexible)

**PAY:** £13:50 - £16:50p/h (self employed)

**STRUCTURE:** Company Director - Project Manager - Project Coordinator - Coordinator - Staff team

### PURPOSE OF ROLE:

To assist in the running of the project with the planning, organisation and other relevant tasks to meet the project needs while communicating with agencies, landlords, funders, staff and other external contacts as needed to represent the project. You will actively research and apply funding opportunities and apply for activities to deliver within the Starpic Project, while compiling necessary reports/ records/ budgets/ evaluations and other documents required.

### RESPONSIBILITY FOR STAFF:

You will be directly responsible for project clients, visitors, project workers and volunteers. Providing support, direction, planning of duties, to meet the needs of running the project.

### FINANCE/BUDGET HOLDING:

Responsible for managing appropriate resources and budgets, devising and updating monthly reports using online software ([google docs](#)) or other funder specific requirements.

### WORKING CONTACT:

As part of your working contract you will be required to hold and attend meetings and events associated with or to represent Starpic Project. You will also be in contact with the following:

- Business clients
- Other project staff
- Young People
- Volunteers to the project
- General public attending meetings or events hosted by the project
- Members of the public
- Staff and representatives from other local organisations
- Other personnel for effective liaison, joint working, networking and sharing of good practice

### TASKS AND RESPONSIBILITY:

1. To research, apply and source project funding
2. Take on the the role of a safeguarding officer
3. To communicate with landlords, funders, and other external agencies
4. Implement and communicate to project staff up to-date and relevant policies and procedures
5. To monitor and take responsibility for the projects Health & Safety, GDPR and legal requirements
6. To monitor and record weekly staff rota/timesheets
7. To record and present a financial update on allocated budget as required for funding reports
8. To identify and maintain the planning and implementing of project activities
9. To collate reports and evaluations from workers who deliver project activities
10. To attend, take and circulate minutes for staff meetings as required by the line manager
11. To establish and maintain professional relationship with a range of contacts
12. Undertake any other tasks deemed appropriate for the project by line manager



## **KNOWLEDGE, SKILLS & ABILITIES (*PERSON SPECIFICATION*)**

The post holder will require the following skills, knowledge and abilities:

- Customer relations experience both in person and over communications
- Sound computer skills. (word, excel, power point, email and Google drive)
- Experience in forming professional relationships with other agencies
- Educated to a high standard with good written and verbal communication skills
- Experience of working with staff and volunteers
- Good grasp of developmental needs of young people
- Knowledge of current business legislation and willing to upskill
- Ability to work on own initiative, problem solve and manage own workload
- Experience to plan, review and monitor the needs of the business
- Ability to develop and maintain good working relationships with external agencies
- Knowledge of needs and problems in areas of multiple disadvantage
- Ability to act constructively to criticism

## **EDUCATIONAL/VOCATIONAL QUALIFICATIONS REQUIRED:**

A recognised professional qualification in business management, business skills, community education, youth work or similar level of qualification to match the personal specification.

## **EXPERIENCE REQUIRED:**

The post holder is required to have a minimum of 1 year experience working in a customer relations position within a business environment, communicating with customers, staff and other departments and external businesses while having the ability to manage challenging timescales. Experience working on your own initiative while managing enquiries, collating data and producing reports.

## **PVG SCHEME:**

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check upon a formal offer being made by Starpic Project.

## **SPECIAL CONDITIONS:**

We're committed to creating a workplace culture where all our people feel valued, included and able to be their best at work, and we recognise the benefits that a diverse workforce with different values, beliefs, experience, and backgrounds brings to Starpic Project.

The post is funded through various investors and is initially for a 12 weeks probationary period. Subject to a satisfactory probationary period, the post holder will be offered this post on a rolling contract in line with funding streams.