



Job Details

Hours: 17.5 hours per week

Salary: £28,000 (pro rata = £14,000) plus 5% contribution to pension.

BASE: Cardiff END DATE: 12 months. Fixed term.

Job title: **Project coordinator “Resilience for Families”**

Location: Riverside, Cardiff (this role is not suitable for home-working)

Line manager: Operations Manager

Responsible for: Sessional Project Workers

Job Purpose

To lead and organize a predetermined programme of activities in South Riverside Community Development Centre, Cardiff. Ensuring the successful delivery of this two year Lottery funded programme, including effective project and financial management of all activities.

The activities to be delivered are financial resilience, repair and renew, cooking for business and non-accredited English language sessions. There is also some childcare support available to enable adult family members to participate in the activities.

Main Duties & Responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- Coordinate the delivery of the activities in the project programme.
- Recruit and support sessional staff to deliver the designated programme of activities.
- Provide line management support to the sessional staff team - including supervision, and performance management.

- Deliver a high standard of project management for programmed activities, including operational, financial and personnel management.
- Use the redevelopment and relaunch of the Riverside Warehouse as chance to showcase the programmes activities.
- Identify and network and work with potential partners.
- Work collaboratively with the whole staff team at SRCDC, contributing to team meetings, generating ideas and flexing the delivery of the programme based on participants and team members' feedback.
- Promote and market the activities to ensure they are targeted and reach families that would most benefit from involvement in the programme.
- Identify and work alongside potential beneficiaries in a co-productive way to ensure the activities are what families need and want.
- Coordinate the promotion of the project to different organisations in the statutory, voluntary and private sectors to maximize impact.
- Work in partnership with families in the diverse Black and Ethnic Minority communities of Cardiff.
- Ensure that the project actions are delivered and that robust evidence is gathered on impact.
- Ensure that the sessional team understand their commitments regarding collecting and provision of impact data.
- Ensure all Lottery reporting requirements are fully met, and effectively manage and deliver all financial, narrative and impact reporting requirements. Quarterly reporting to SRCDC Board.
- Ensure that all SRCDC and partner policies and strategies are adhered to by all staff, volunteers and beneficiaries involved in the project. To include equal Opportunities (ensuring this is integrated and promoted in all areas of work), Health and Safety, etc.
- Carry out other tasks for this project as requested by the Director

POST: PROJECT MANAGER		
REQUIREMENTS	ESSENTIAL	DESIRABLE
EDUCATIONAL ATTAINMENT	<ul style="list-style-type: none"> • Good General Education at least to A Level Standard 	<ul style="list-style-type: none"> • Project Management qualification • Degree Level Education
KNOWLEDGE REQUIRED	<ul style="list-style-type: none"> • Knowledge of issues relating to the charity sector • Understanding and knowledge of community development approaches and processes • Understanding of the needs of Black and Ethnic Minority communities 	<ul style="list-style-type: none"> • Understanding of current policy climate around co-production, poverty and social exclusion in Wales
EXPERIENCE REQUIRED	<ul style="list-style-type: none"> • Track record of having organised and delivered anti-poverty activities • Previous experience of managing/supervising staff • Experience of working in asset based ways with diverse communities, recognizing and valuing peoples lived experience • Project Management experience • Experience of working with people and community based organisations • Experience of working with marginalized communities • Experience of facilitating group-based training • Experience of working with Black & Ethnic Minority communities 	<ul style="list-style-type: none"> • Experience of monitoring and evaluation • Experience of working with service providers in the voluntary, private and public sectors. • Experience of developing high quality project proposals

<p>SKILLS AND APTITUDES REQUIRED</p>	<ul style="list-style-type: none"> • Strong project management and coordination skills • Good organisational skills • Excellent interpersonal skills • Ability to communicate complex information • Able to produce promotional material • Able to use social media • Good IT skills including Microsoft packages and Canva • Excellent influencing skills • Ability to delegate work • Good analytical skills • Strong gender and race analysis skills • Report writing skills 	
<p>PERSONAL QUALITIES REQUIRED</p>	<ul style="list-style-type: none"> • Commitment to promoting equal opportunities • Able to plan and prioritise own workload and work to deadlines • Self-motivated • Ability to communicate at all levels • Ability to build reciprocal relationships with a wide range of audiences, including those for whom English is not the first language • Proactive approach to the role 	
<p>OTHER</p>	<ul style="list-style-type: none"> • Desire to continue own personal development • Willingness to occasionally work some unsocial hours 	