

**ST IVES TOWN COUNCIL**

**JOB DESCRIPTION**

**PROJECT CO ORDINATOR**

**Recommended: £28,000.00 p.a. pro rata**

Responsible to: Town Clerk

To:

- Lead the co-design, development and implementation of the St Ives Cares project in the local area of St Ives town, in line with the project's funding agreement.
- Develop support that increases community resilience and builds on social capital, identifying solutions for keeping people in their communities for longer.
- Create solutions according to the needs and strengths of each person and community, with the aim of moving away from more traditional models of care to develop community circles using friends, families, community groups and voluntary organisations.
- Ensure that people receive the right support from the right people, in the right place and at the right time.
- Work collaboratively with potential beneficiaries, volunteers and partners to design the project in line with their needs and expectations.
- Identify opportunities for combined activities and referral pathways with partners.
- Maintain a working knowledge of statutory and voluntary frameworks, ensuring that service delivery ensures individuals are safe, well and get the support they need when they need it.
- Effectively assess and manage risk for both volunteers and individuals in the community.
- Champion and embrace diversity and celebrate the community within which the project is based.
- Develop and maintain essential policies and procedures.
- Contribute to reporting the achievements of the project in line with the agreed funding objectives.
- Develop and maintain relationships with partner agencies to promote positive outcomes for people within the project area, ensure safe practices and develop valuable community resources.
- Build and maintain effective local relationships with residents in the area of St Ives.
- Take a community development approach, working to build on the strengths of people and their communities in order to build neighbourhoods of connections and support.
- Volunteer recruitment, supervision, and management.
- Identify and take appropriate safeguarding action when required.

## Person specification

### St Ives Town Council

#### Person Specification for the Project Co Ordinator

	<b>Essential</b>	<b>Desirable</b>
<b>Educational Qualifications</b>	<ul style="list-style-type: none"><li>• A good general level of education</li></ul>	<ul style="list-style-type: none"><li>• 2 'A' levels, NVQ Level 3 and/or appropriate professional qualification.</li><li>• Project/programme Management</li></ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge and experience of community development and/or the health and social care sector</li><li>• Experience of effective project management in a professional or volunteering capacity</li><li>• Sound knowledge and experience of working with partner organisations</li><li>• Experience of volunteer development, or having volunteered</li></ul>	<ul style="list-style-type: none"><li>• Experience of establishing and developing strategic partnerships with external organisations, including statutory and charity/volunteer sector</li><li>• Knowledge of safeguarding procedures or a willingness to complete appropriate training</li><li>• An understanding of befriending projects</li></ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"><li>• Excellent verbal and written communication skills</li><li>• An ability to relate to and communicate with members of the public and other external agencies.</li></ul>	<ul style="list-style-type: none"><li>• Experience in a public-facing role</li></ul>
<b>Information Technology</b>	<ul style="list-style-type: none"><li>• Experience and practical ICT skills</li></ul>	<ul style="list-style-type: none"><li>• Working knowledge of Microsoft Windows, Word, Excel, Teams and the Internet.</li></ul>
<b>Meetings and Administration</b>	<ul style="list-style-type: none"><li>• Good organisational skills</li><li>• Ability to keep accurate records</li><li>• Ability to prioritise and manage own workload</li><li>• Ability to meet deadlines</li><li>• Attention to detail</li></ul>	<ul style="list-style-type: none"><li>• General knowledge of appropriate rules, regulations and law around data and GDPR.</li><li>• Practical experience of arranging and attending meetings and report writing.</li></ul>

<b>Finance</b>		<ul style="list-style-type: none"> <li>• Knowledge and experience of budget management</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• A natural connector who can identify and nurture the strengths of individuals and communities</li> <li>• Shows integrity</li> <li>• Committed to service excellence and partnership working</li> <li>• Cares about colleagues and residents</li> <li>• Has a can-do attitude</li> <li>• Enthusiastic</li> <li>• Flexible</li> <li>• Creative</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to deal with difficult situations in a calm way</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to developing relationships with the local community</li> <li>• Willing to work in a fast-paced environment whilst adapting to change as the project develops</li> <li>• Willing to undertake flexible working hours</li> <li>• A commitment to professional development and a willingness to undertake appropriate training</li> <li>• Ability to travel to/from and around St Ives</li> </ul>	

## Role

St Ives Cares Project Coordinator

Are you someone who recognises the strengths of communities and the people within them? Do you have experience in community development or health and social care? Are you a people person, a connection maker, someone who wants to be involved in a creative way to support people as they help others their local community?

If this sounds like you, we would love to hear from you about an exciting new role in a new project in St Ives.

St Ives Cares, a project facilitated by St Ives Town Council, will develop local solutions to need and build a more resilient community. We will do this by drawing on local networks and community strengths and assets to ensure that no one feels alone in St Ives. We are looking for a Project Coordinator to support us to achieve this ambitious aspiration.

The successful candidate will lead on the design and delivery of this new local community project. It will help connect people to each other and the things that give lives meaning and purpose. You will be passionate about working towards removing barriers to local residents getting the right support at the right time, from the right person; enabling people to live the lives most important to them.

The Project Coordinator will play a critical role in developing and delivering this project, immersing themselves within the communities to build symbiotic relationships with partner organisations, understand residents' needs and to recruit and manage volunteers. They will play a key role in designing the necessary policy and framework for the delivery of the project and, supported by the Town Council Clerk, support the project management and reporting of outcomes.

You will be a person with excellent communication skills and a 'can do' attitude, who thrives on challenge and is committed to partnership working and recognising the strengths existing in St Ives.

If you have a knowledge and experience of working with partner organisations and are passionate about supporting people to get the right advice, support and neighbourly friendship, at the right time, in the right place then we'd like to hear from you.

Job Title: Project Coordinator, St Ives Cares

Hours: 22.5 hours per week

Salary: £28,000.00 pro rata

Term: 2 years fixed-term

To apply please send CV and letter of application to The Locum Clerk, St Ives Town Council, Town Hall, Market Hill, The Old Riverport, St Ives, Camb, PE27 5AL or email [locum@stivestowncouncil.gov.uk](mailto:locum@stivestowncouncil.gov.uk)

Closing date for applications is Monday 6th December with interviews taking place on Tuesday 14th December 2021.