

**Project Co-ordinator**

**Job Description**

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| **Post:** | Project Co-ordinator |
| **Reports to:** | Chief Executive |
| **Hours of Work:** | 35 hours per week - Newport  The above post could also be considered for job sharing between 2 successful applicants. |
| **Salary:** | £23,000 |

# Context

The Mentor Ring’s vision is that no individual should be excluded from active participation in employment, training, education, community life or leisure and social activities because of cultural, language, physical, mental, or emotional health and well-being issues or lifestyle choices; and that everyone should be able to enjoy a healthy self-esteem and reach their full potential. We run a series of peer mentoring sessions across South Wales, providing education, employment, health, and community cohesion primarily to BAME communities.

**Job Summary**

The post of Project Co-ordinator has oversight over all projects and the responsibility to expand them. The role requires a thorough understanding of current issues relating to BAME communities and a proven ability to build and maintain strong strategic relationships with colleagues and external organisations in Newport and Swansea. The successful candidate will be able to recognise, understand and respond to the needs of different stakeholders. They will also have excellent communication, project management and planning skills.

**Responsibilities**

* To bring forward proposals for new projects that carry forward the aims and objectives of The Mentor Ring.
* Planning and monitoring budgets for TMR projects in conjunction with the Chief Executive Officer.
* To support delivery of project activities by facilitating sessions to our beneficiaries that will also involve consultations.
* To ensure individual projects are managed effectively within the resources and timescales agreed with funders and meet the agreed outputs and outcomes.
* Delivering presentations to external groups to promote our projects.
* Representing The Mentor Ring on appropriate groups, forums and meetings.
* To ensure the work of The Mentor Ring is promoted as widely as possible through media, social media, and networking opportunities.
* To undertake any other duties appropriate to the post as decided by the Chief Executive.

**Personal Specification**

**Skill & Knowledge**

**Essential**

* Knowledge of computer project management software and hardware
* Determination and persistence
* The ability to trust their intuition and work with minimal supervision
* Good verbal and written communication skills
* Excellent leadership skills
* The ability to work well in a group setting
* Thorough attention to detail
* Empathy and situational awareness

**Desirable**

* Experience of working with young people & adults
* Experience of working in the charity sector

# Qualifications & Training

* A good standard of education or experience

# Disposition

* Enthusiastic, highly motivated.
* Able to maintain confidentiality.
* Committed to equality of opportunity.
* Willing to undertake training and development relevant to the post.