



THE PENTRICH & SOUTH WINGFIELD REVOLUTION GROUP



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Project Co-Ordinator

Post Title:	Project Co-ordinator
Period of Contract:	April 1 st 2017 – December 31 st 2018
Hours:	Flexible & variable but could include some evenings and weekends
Contract value:	£18,000 to cover the period of the contract*
Location:	Amber Valley, Derbyshire and adjacent areas
Reports to:	Chair of Executive Committee or Line Manager nominated prior to commencement

*When applying please state your daily / hourly rate

Status of Position

1. We require you to tender for supply of the services described below for the period stated above.
2. PSWRG will expect the successful candidate to be self-employed and make personal arrangements for income tax and other matters. The Project Co-ordinator will be free to work for other bodies / organisations.
3. Payment will be made on receipt of monthly invoices. A travel allowance is available for designated / agreed activities
4. It is not intended that this position should be or lead to a contract of employment.
5. The Project Co-ordinator may sub-contract certain tasks to other suitably qualified professionals within the agreed salary budget and payment schedule for the project following consultation with the Line Manager.
6. The successful applicant will be required to present appropriate references and/or evidence of successful projects already completed. (2 professional references and 1 personal reference preferred.)



THE PENTRICH & SOUTH WINGFIELD REVOLUTION GROUP

Skills and Experience:

1. Ideally you will be an enthusiastic and proactive project coordinator who thrives in a community based environment.
2. You will have experience in running multiple lines of activity concurrently and knowledge of health and safety, exhibitions, community activities and public liability issues.
3. Project management experience with heritage and community based projects is essential.
4. Some technical IT, public media and social media knowledge and expertise is essential.
5. Having exceptional communication, organisational and time management skills will be an advantage.

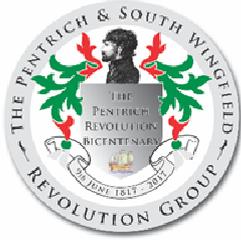
It would be ideal if the successful applicant is registered with the Disclosure and Barring Service (**DBS**) – formerly known as Criminal Records Bureau (**CRB**) as some project streams will involve children and young people. If this is not the case we will arrange for a DBS application if / when the need arises.

Principal Objectives of the Role

1. To be responsible and accountable for the delivery of a high quality project co-ordination service.
2. To build effective working relationships with the Executive Committee and the media.
3. To effectively liaise with a number of project contributors, including; funders, volunteers and external partners (e.g. the Heritage Lottery Fund, Derbyshire County Council) and other providers, using a variety of communication methods.
4. To utilise strong project coordination skills to monitor and ensure the various aspects of the project run on time and within budget and that project outcomes are met.
5. To undertake specific tasks, roles and responsibilities, within the context of the Bi-centenary project, as may be delegated by the Line Manager.

Key duties and responsibilities

1. To plan, manage, monitor and evaluate all aspects of the project relevant to the Bi-centenary, providing timely and accurate updates to the Line Manager / Executive Committee.
2. To ensure any / all volunteers understand the scope of the project as well as their individual responsibilities.



THE PENTRICH & SOUTH WINGFIELD REVOLUTION GROUP

3. To ensure all groups/sessions have agreed aims and outcomes in line with contract requirements.
4. To ensure projects are delivered in line with plans and targets and appropriate monitoring, evaluation and reporting is conducted.
5. To ensure all programmes are delivered with clear outcomes and robust quality assurance processes are set up and put into practice.
6. To manage relationships with internal and external project contributors (volunteers, external partners, funders, etc.) using strong communication and people management skills, ensuring the needs of the project are met and their contribution is delivered to time and reaches a high quality standard.
7. To work alongside the nominated Line Manager and Treasurer to monitor budgets to ensure effective and accurate resource allocation.
8. To prepare monitoring reports and case studies for funders when necessary.
9. To market and promote the project, to ensure maximum participation, using a number of different methods, including; social media, promotional events, networking and the marketing material.
10. To carry out site visits ensuring all activities/venues are risk assessed and compliant.
11. To supervise the volunteer group leaders where appropriate.
12. To ensure volunteers are supported and groups have appropriate number of staffing/volunteers.
13. To facilitate team meetings ensuring all staff training needs are up to date and met.
14. To ensure that the project is delivered in accordance with PSWRG's aims and objectives and Health and Safety.
15. To carry out any other duties required of the role.



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PERSON SPECIFICATION - PROJECT CO-ORDINATOR			
Attributes	Requirement	Essential	Desirable
	Educated to Degree level or equivalent qualification[s] relevant to post	√	
Qualifications & Relevant Experience	Experience of multi-agency partnership and / or team working		√
	Minimum two years' experience working with professionals		√
	Minimum two years' experience of individual and / or group project management.	√	
	Ability to engage effectively with other professionals	√	
	Work on your own initiative and as part of a team	√	
Skills & Knowledge	Excellent communication skills, both verbal and written	√	
	Be organised with attention to detail and able to prioritise own workload whilst working unsupervised	√	
	Excellent presentation skills with a confident approach to public speaking and competent using PowerPoint / presentation tools		√
	Confident using MS Office programmes including Word, Excel and Outlook or the Apple equivalent	√	
	Experience of record keeping and report writing	√	



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	Confident using social media and updating website	√	
	Be able to work within operational plans with a commitment to and understanding of equal opportunities and respect for diversity	√	
	Have a clean & current driving licence, up to date insurance with access to a vehicle to use for business	√	
	Be able to work flexible hours including some evenings and occasional weekends	√	