

**Project Coordinators (4 POSTS)**  
**35hrs per week**  
**Fixed term contract until 30/06/22**

Location: Homebased (remote working – any location)

Role Reports To: Project Manager

Job Family: £24,000 per annum

### **Volunteering Matters**

Everyone in the UK should have the opportunity to thrive. So we bring people together to overcome some of society's most complex issues through the power of volunteering.

We partner with communities to overcome adversity, tackling social isolation and loneliness, improving health, developing skills and opportunity and making sure young people can lead change. And because we're a national charity, we do this at scale, sharing our expertise and building partnerships to make an even bigger impact.

We turn local knowledge and energy into action and progress, building stronger communities and a better future for all.

### **RCT360 and Newport360**

This is two new local partnerships of specialist providers coming together to increase opportunities for economically inactive and unemployed people in Rhondda Cynon Taf and Newport. In RCT, our local partners include Mental Health Matters Wales (MHMW), Artis Community Cymuned (ACC) and Sgiliau, as well as some of our own national programmes. In Newport, we are solely working with MHMW. Each partner will offer different activities to complement mainstream back-to-work provisions. Our collective goal is to help people, from school leavers to older adults, level-up their prospects of engaging with education, employment, or training.

### **Purpose of the role**

We are looking for an enthusiastic Project Coordinator to join the Wales team. The right candidate would be someone who can work flexibly and demonstrates an understanding and total commitment to our organisational values.

As Project Coordinator, you will help build our local portfolio of referral organisations, receiving and processing eligible referrals and arranging a support package of activities for people who are economically inactive or unemployed in the RCT and Newport area. As part of a fast-paced project, you will be supported by a small team, including a local Project Manager and administrator, all working together to meet the project's aims, objectives, outcomes and targets.

### **Key Duties:**

1. Recruit, interview, induct, train and support participants and volunteers.
2. Work closely with partners/referral agencies to ensure a steady flow of participants into the projects.
3. Manage the matching/placement of participants, facilitating and delivering activities where appropriate.
4. Ensure monitoring evidence and impact data is collected to measure progress against agreed outcomes
5. Promote the project through a range of techniques, instigating referrals and encouraging partnership.
6. Maintain effective relationships with stakeholders and project partners on a day-to-day level.
7. Prepare reports to project team, based on agreed outputs and targets.
8. Risk assess activities, carrying out regular reviews.
9. Contribute to joint working and teamwork across Volunteering Matters.

### **Experience/Skills and attributes:**

1. Experience of working in a people-focused environment.

2. Ability to motivate and engage people.
3. Experience of working in partnership with other agencies.
4. Excellent written and verbal communication skills.
5. Excellent organisational skills and the ability to prioritise a demanding workload, the ability to work under pressure and to deadlines.
6. Ability to assess risk and carrying out risk assessments
7. Evidence of good administrative and IT skills and the ability to maintain project monitoring, administrative and financial records.
8. Understanding of and commitment to Equal, diversity and inclusion.
9. Understanding of and commitment to Data Protection and confidentiality.

**Desirables:**

1. Ability to speak Welsh or a willingness to learn.

**Qualifications:**

Relevant experience and values alignment is more important for this role than specific qualifications.

**Other:**

Location: This role is homebased and can be carried out from any location. The postholders will require good internet access to enable remote working, and a suitable home office space. IT equipment and infrastructure will be supplied.

**Our Values & Way of Working:**

In all that we do, we embrace a philosophy of 'Freedom within a Framework' and are guided by our values: Empowering, Inclusive, Compassionate, Positive & Straightforward.

**Diversity & Inclusion:**

Volunteering Matters welcomes all applicants and are keen to ensure our team reflects the diversity of the UK and the communities we serve. We encourage applications from disabled, LGBT and Black, Asian and Minority Ethnic backgrounds, along with candidates with any protected characteristics and from disadvantaged groups.

**Disability Confident & Reasonable Adjustments:**

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. Please provide evidence in your application, which demonstrates that you meet the level of competence required in the "Experience/Skills and attributes" section of this job description.

To be considered for a guaranteed interview or to discuss any reasonable adjustments during the process, please state this in your application or contact [join@volunteeringmatters.org.uk](mailto:join@volunteeringmatters.org.uk) for more information.

We have also committed to the following pledges which positively encompass our recruitment and selection processes and methodology: The Promise (Scotland), Show the Salary, Salary History.

**To Apply:**

- 1) Download our application form
- 2) Download our Recruitment Monitoring Form
- 3) Send all documentation by email to - [join@volunteeringmatters.org.uk](mailto:join@volunteeringmatters.org.uk)

This job description is intended to include the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but while some variations will be expected, these will be at an appropriate level for the role.