



WE ARE RECRUITING FOR OUR EXCITING NEW SAXMUNDHAM BASED SERVICES WHICH WILL BE BASED WITHIN THE OLD BARCLAYS BANK ON THE HIGH STREET. IF YOU ARE WANT TO BE PART OF OUR CONTINUING COMMITMENT TO YOUNG PEOPLE AND COMMUNITIES IN EAST SUFFOLK THEN PLEASE APPLY!

CV's can be sent to emma.ratzer@accessct.org or anna.croft@accessct.org

Closing date is 16th January 2019 and we will be holding interviews the week of 21st January.

Passion, excitement and commitment are far more important than paper based qualifications

Project Coordinator – Saxmundham

Initially one year contract

Salary Scale £23,023 - £29,608 pro rata (depending on skills and experience)

18 hours per week, although this may increase as new projects develop

The post holder will be responsible for supporting the design and delivery of a number of projects at our newly acquired Saxmundham property. Services will include projects which will deliver the Trust's strategic objectives as part of our commitment to East Suffolk communities and young as well as projects that address particular areas of concern as identified internally or externally by statutory and non-statutory organisations.

Overall role:

To manage a defined range of work streams and projects, delivering outcomes and reporting in line with funding requirements

To identify gaps in provision, build partnership networks and seek alternative funding streams

To provide effective and innovative leadership and management, ensuring clear direction concerning service improvement and effective utilisation of resources.

To work autonomously on assigned project, to drive forward and manage milestones and key deliverables.

To monitor risks and slippage and escalate issues where deliverables cannot be met, but with well-considered mitigation options.

To be responsible for property management i.e. utilities, maintenance, health and safety

Key Responsibilities:

Leadership and Management

To support the organisation to provide strong, visible and accessible leadership within our communities and young people services.

To work in conjunction with the project funders and supporters to develop robust service plans that meets the demand and need of Saxmundham and surrounding areas.

To ensure that corporate objectives are reflected in the project plans and milestones are monitored and evaluated.

To ensure that designated budgets are managed effectively during the lifespan of the project, taking corrective action where necessary.

Accountable for all direct reports in accordance with the Trust's Human Resources policies and procedures and employment law. This includes recruitment and selection, performance management including appraisal and personal development planning and dealing with discipline and grievance issues.

Service Improvement/Project Management

Keep track of assigned projects and tasks so as to ensure that commitments to project funders and supporters are met at all times.

Keep track of and manage interdependencies between projects.

Know when and how to manage/escalate 'problems', 'issues' and 'risks'.

Be able to re-plan projects when circumstances require changes to be made.

Use general and specialist desktop and server applications including MS Office, MS Project and web-based project management systems to provide intelligent and appropriately evidenced project documentation.

Store and manage all programme documentation on file servers in such a manner that it is well structured and easy for stakeholders to access and understand.

Report to or prepare reports on progress/challenges with the project.

Budgetary and Financial Management

To develop business cases for any service developments ensuring the implications of service changes and development have been accurately assessed.

To work with the programme leads and finance team to ensure a robust understanding of the financial position of the project and implementation plan.

To support the financial management of the project and implementation plan for the project to include maximisation of income and expenditure positions.

Partnership Working and Development

The postholder will be required to work with a number of key stakeholders as part of the allocated projects including service users, commissioners, providers, partners and other external agencies.

To plan and chair community meetings to encourage effective communication and progression of the project.

To be involved in engagement with stakeholders during the project and implementation plan including service users.

General

To be aware of Health and Safety legislation, promote high standards and act immediately on any unsafe practices in conjunction with other staff.

To ensure staff awareness of Health and Safety legislation, ensuring attendance at mandatory training sessions of all reporting staff.

Any other duties commensurate with banding and nature of this post as allocated by the Operations Manager or Chief Executive.

May be required to work overtime as and when, whilst there is no overtime on a regular basis, circumstances may require overtime to be carried out at short notice

To work a flexible 18 hour week to include early day, days and occasional evening periods up to 9pm.

The above acts as a guide. Other duties in accordance with the post may be required following discussion with the post holder.

Person Specification:

Qualifications/Experience

Educated to Level 3

At least 3 years' experience in managing projects/working in communities/working with young people

Evidence of continual professional development

Evidence of formal management development or relevant experience

Familiarity with IT based management and information systems

Knowledge, understanding and experience in managing risk

Experience in budgetary and resource management

Skills

Excellent interpersonal and communication skills

Analyse and present information to a wide range of stakeholders and groups

Excellent facilitative skills

Ability to work as part of a multi-professional team |

Ability to convey complex information in a clear and understandable format

Ability to analyse performance data and capacity and demand data, assess projects, identifying areas for collaborative working to improve performance

Ability to plan and implement new ways of working, facilitate collaborative working and capacity planning

Excellent organisational skills

Pro-active and self-motivated, with the ability to motivate others

Ability to work independently and demonstrate a high degree of autonomy

Ability to prioritise own workload appropriately

Flexible to meet service needs

Ability to work in a challenging and busy environment whilst meeting deadlines

Assertive and confident

Ability to chair and structure meetings

Ability to deputise for the Senior Manager, as required

Excellent IT skills

Able to travel and work from a number of different locations

Approach/Values

Demonstrate alignment with the values and beliefs of the Trust

Demonstrate an understanding of the practices of equality and inclusion in the delivery of this role |

Punctual and flexible across hours of work when required