

Role Profile	
Title	Project Co-ordinator and Administrator
Location	Edinburgh (Bingham)
Salary	c.£24,000 (Pro-Rata)
Hours	5 Days (37.5 hours/week) – we may consider 4 days if preferred by candidate
Leave	28 days (plus 8 public holidays)
Report to	Transformation Manager
Role summary	
<p>Community Renewal Trust is a social enterprise and registered charity that works to build community, improve quality of life and alleviate poverty by engaging individuals and families and supporting them to achieve sustainable employment, improved health and to become more involved in their community.</p> <p>Community Renewal Trust is launching a 5-year £3.5m programme funded by the National Lottery Community Fund called <i>Community Renewal: Lifting Neighbourhoods Together (CR:LNT)</i>. The Project Co-ordinator/Administrator is a crucial role supporting the team in this flagship programme to tackle poverty in a neighbourhood and test innovations which will affect policy and practice across the UK.</p> <p>Our approach is about creating, implementing and evaluating behavioural change and system change at a neighbourhood level; this is a hands-on role within a frontline team, transforming people's lives and working closely with residents in the local neighbourhood. The Co-ordinator will support the Manager who in turn will lead, manage and train a team of 6-12 part-time/full-time frontline staff who will start in post in April 2020 with a range of specialisms. They will be seeking to transform the way the neighbourhood is supported using community engagement, holistic assessment and case-management techniques. The Co-ordinator will work alongside the frontline team and be proactive in using organisational and interpersonal skills to help move the logistics forward in the initial setup and delivery of the project. They will have a long-term role in managing data and reporting on progress/impact.</p> <p>This role will appeal to someone who shares our charity's values and our aim to transform people's lives and lift neighbourhoods out of poverty. The role is ideal for someone who is meticulously organised, able to use databases (no technical expertise needed), enjoys managing processes and arranging training/events/conferences. Someone who also enjoys engaging and working with members of the public will thrive in this role as there are other aspects that involve community events, door knocking and listening to community members.</p> <p>As this is a project all about change and testing new approaches the role will appeal to people who are prepared to test new ways of working and system changes.</p>	

Overall Objectives

- Overseeing all data processing, monitoring, reporting and action planning.
- Process management to ensure that the project deliverables remain on schedule on behalf of the Transformation Manager
- Leading and delivering all administrative duties for the project
- Arranging events and conferences
- Contribute to the team activities of engaging members of the community

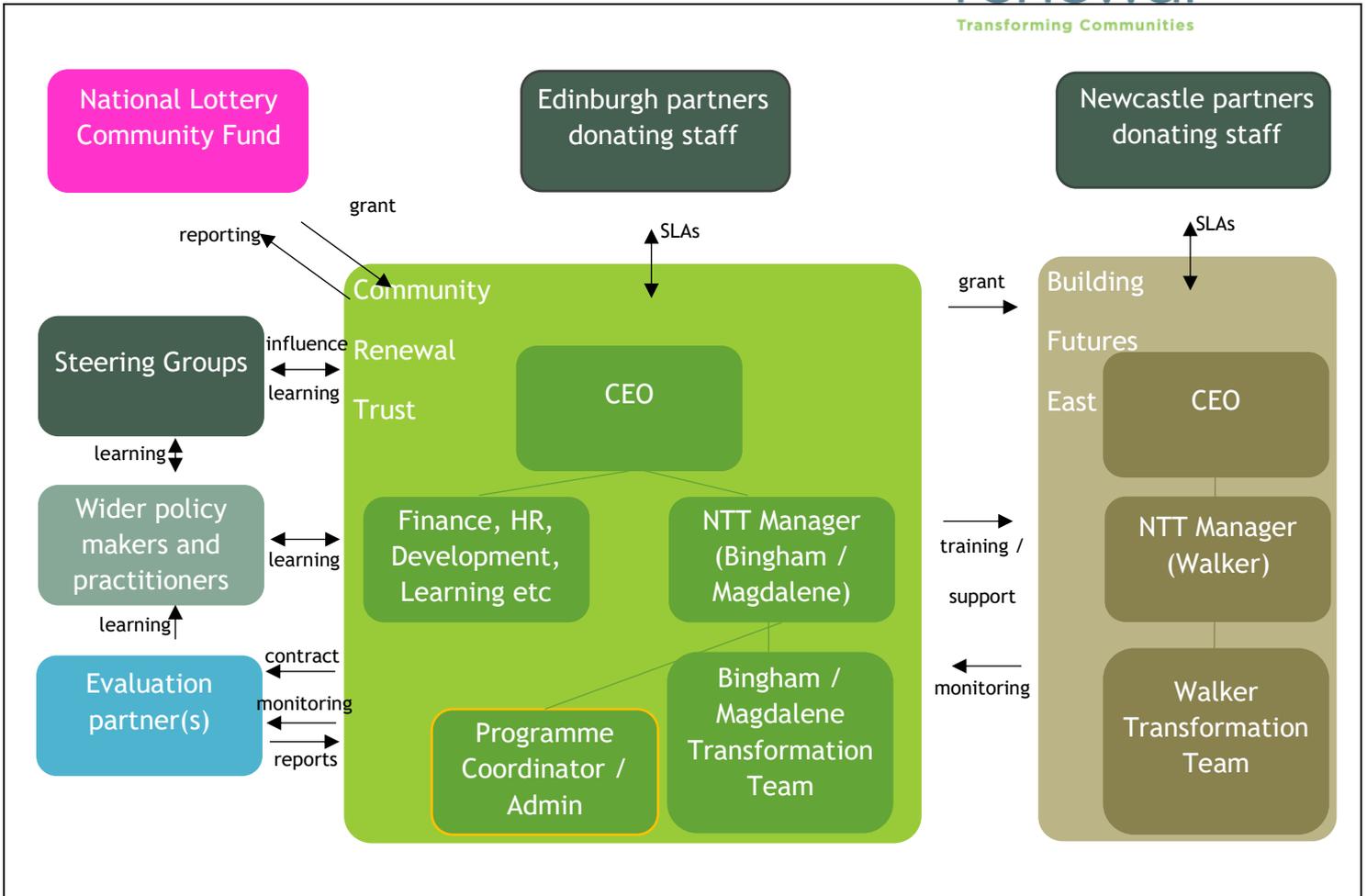
Key accountabilities

- Overseeing data entry and database reports including supporting other staff to have their data managed in the central database.
- Creating work plans for staff in the team outlining actions they may need to follow up on.
- Developing and maintaining excellent working relationships with local partners and community.
- Assisting and supporting the Manager in any ways required.
- Designing and controlling the processes and plans to help the team remain on schedule – for example gantt charts, action plans, etc.
- Preparing draft reports summarising progress and collected data to report to funders
- Looking for ways to improve quality and delivery where possible.
- Looking for ways to reduce expenses where possible.
- Performing quality control and quality assurance checks as outlined by the Manager.
- Proactively manage schedules and ensuring deadlines are met.
- Organising and attending internal meetings, community events, stakeholder events, and national conferences.
- Providing administrative support.
- Organising project team meetings and recording minutes.
- Making office equipment purchases and handling finances related to office management.
- Maintaining records that allow for regular review of client progress and analysing data to produce statistics when required.
- Developing and maintaining effective working relationships both within the organisation and externally with clients, partners and other organisations.

In addition to these role specific accountabilities, this job will require the post holder to get involved for a significant portion of each week in team wide activities including:

- Arranging and attending community events (e.g. BBQs, sports days, open days, forum meetings). These will sometimes be outside working hours.
- Door knocking (never working alone) to engage members of the public
- Meeting members of the public to listen to them and understand their strengths and needs
- Conduct the Listening Survey
- Learning about Holistic Case Management
- Attending client case meetings

Please note that there are no direct reports as this is not a line management position.



Role Requirements		
	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Significant experience in administrative roles • Significant experience of managing data • Significant experience overseeing processes or project management • Some experience arranging events/training • Experience engaging community members 	<ul style="list-style-type: none"> • Experience working in a community development setting or with people facing inequality /disadvantage. • Experience with databases and data analysis. • Experience writing written reports • Experience of office management • Experience arranging bigger events, conferences or similar • Experience handling sensitive data according to GDPR principles. • One to one support or engagement with community members • Involvement in community activities/events
Qualifications	<ul style="list-style-type: none"> • Qualifications to demonstrate competency in numeracy/literacy 	<ul style="list-style-type: none"> • Project management qualifications or similar
Knowledge/Aptitude	<ul style="list-style-type: none"> • Strong IT skills, particularly with Microsoft Office products. • Meticulous data entry • Managing processes/projects using tools such as action plans or gantt charts • Flexible and committed to achieving excellence. • A meticulous and organised approach • Self-motivated and enthusiastic with a disciplined approach to achieving targets. • Commitment to continuous professional development. • Ability to professionally represent the organisation at meetings and events, as and when required. 	<ul style="list-style-type: none"> • Knowledge of project management principles. • Knowledge of the structural and circumstantial factors that lead to neighbourhoods in cycles of poverty. • Data analysis skills

Person Specification	
Knowledge and skills	<ul style="list-style-type: none"> • Communication skills with the ability to engage and work with staff, key stakeholders, employers and funders. • Resilient and capable of managing potentially stressful situations whilst presenting a calm, capable and reassuring presence. • Organisational skills and ability to manage competing priorities. • Ability to handle sensitive information and deal with difficult situations in a tactful manner.
Experience	<ul style="list-style-type: none"> • Proven experience of effective written and oral communication both on a one-to-one and group basis. • Experience of working with a wide range of agencies, including developing links and working relationships with a wide range of local services. • Experience effectively using IT systems to support organisational/project goals. • Experience with project delivery and breaking large tasks into a manageable project plan.
Attitude and approach to work	<ul style="list-style-type: none"> • Able to demonstrate a strong commitment to the objectives, values and vision of Community Renewal. • A positive approach to self-development and willingness to take on new challenges. • Self-confidence, and able to display an optimistic outlook whilst remaining results orientated, flexible, adaptable, with a 'can do' attitude. • Self-motivated, punctual, reliable, responsible and able to work under pressure and to tight deadlines. • Ability to manage time effectively and work to deadlines, as well as the ability and willingness to work outside normal hours when necessary. • Demonstrable commitment to the principles of social justice, equality of opportunity and challenging discrimination.
Service Focus	<ul style="list-style-type: none"> • Must be a motivated and professional individual, with a desire to achieve results and a strong client focus. • Comfortable working with a wide range of management information; able to interpret and produce reports where required. • Prepared to enter, manage, process and report on basic data.
Interpersonal Skills	<ul style="list-style-type: none"> • Good communication and interpersonal skills, both written and verbal. • Confidence in presenting information in a variety of situations and to different audiences. • A demonstrable commitment to equal opportunities and diversity, including a commitment to co-production.
Commitment to the Organisation	<ul style="list-style-type: none"> • An authentic and demonstrable commitment to the Vision, Mission and Values of Community Renewal. • Willingness and ability to take ownership of issues facing the organisation. • Open to and supportive of change and new ways of working. • Openness to change and a drive for continuous improvement, and ability to deal positively with challenges and changes in strategic direction.