

The Manda Centre

The Trauma, Loss & Personal Crisis Centre

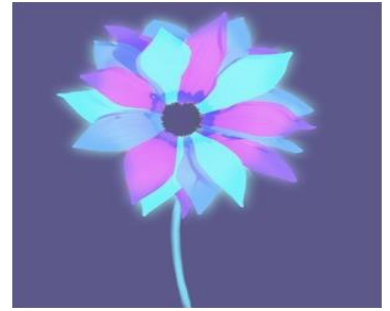
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Project Co-ordinator

JOB DESCRIPTION

The Manda Centre

Job Description

Job title: Project Co-ordinator

Responsible to: Management Board

Salary: £24 - £26k per annum

Hours: 35 Hours per week

Permanent Full time 35 hours per week over 5 days to be worked flexibly, including weekends & evenings.

Principal Accountabilities

- Agree workloads and day to day priorities
- Formulate operational procedures in conjunction with Administrator, our Outreach/Development Officer and the Management Board
- Manage the project and put into practice and monitor policies.
- Support and supervise staff, trainees and volunteers.
- Advise the Management Board of any serious operational issues, discipline problems
- Work with relevant organisations as appropriate and report outcomes to the Management Board
- Help maintain effective working relationships between the Management Board, Staff, Practitioners & Volunteers
- Formulate a Fundraising Policy in conjunction with Staff and Fundraising Committee to identify long-term funding streams
- Report monthly to the Management Board on progress, performance and development of the project.

Working within the aims of The Manda Centre, the Project Co-ordinator will have responsibility for the development and implementation of a strategic plan to enable The Manda Centre to move closer to becoming a national service provider

Specific Duties

1. Strategic & Development Plan
2. Administration & Operational Procedures
3. Referrals Monitoring

Administration

The post has evolved from our succession planning as this position was previously fulfilled by our Chairperson on a strictly Volunteer Basis which allowed the Manda Centre to become established.

The Project Co-ordinator (PC) will report directly to the Management Board.

The PC will work from our established support centre in Hamilton and contribute to the development of Pilot Outreach Projects in geographic areas identified as having most need of a local Manda Centre.

All Management controls and accounting procedures are based at our operational centre in Hamilton.

The PC will be aware of all operational procedures and work closely with the Lead Practitioner, Administrator, Outreach/Development Officer and the Management Board.

Oversee the processing of all referrals and day to day operations.

Office Systems

- Develop and manage office systems
- Check & reply to e-mails daily
- Monitor the supply of stationery and all other supplies
- Issue keys/passwords to appropriate persons
- Complete weekly backup of PC

Newsletter

- Contribute appropriate and informative content to the Newsletter on a quarterly basis

Financial

- ❖ Assist with all areas of financial controls in conjunction with the Administrator and the Treasurer to:
 - Maintain financial records
 - Entering of accounts into Accounts Database
 - Payment of expenses and invoices via petty cash and cheque
 - Petty Cash - ensure replenished regularly and balanced weekly
 - Cheques – ensure adequate signed cheques
 - Purchasing of equipment and resources
 - Communication with Treasurer re expenses, invoices, donations and all other monies in and out

Management Board

- Produce monthly report for distribution at monthly meetings. Ensure relevant members are informed of the meetings. When required, attend meeting monthly to provide administrative input, compilation, production and distribution of agenda & minutes

Volunteers

- Build and maintain good relations with volunteers
- Update details of current volunteers
- Advise and distribute information to potential volunteers, acknowledge applications and forward details to Management Board

Information Dissemination

- Assist with the production and distribution of information promoting the Manda Centre
- Ensure literature and letterheads etc. kept up to date with services provided and funding providers

AGM

- Assist with the production of the group annual report
- Involvement in arrangement of AGM

Contact

- Record and monitor contact with the organisation as a way of determining priorities.
- Management of diary to make best use of resources/rooms available

Events

- Involvement in arrangements for the Manda Centre and social events

Therapies

- Monitor the availability and suitability of Holistic and Psychotherapies and Appointments

Property Meetings

- Represent the Manda Centre at regular meetings, produce and distribute minutes

Referrals

- Respond to service users by providing appropriate information and support at the initial referral stage. Liaise between referral and support person to arrange appropriate and timely support.
- Recording of referral figures and monitoring of how service users heard of the Manda Centre
- Provide detailed referral report to monthly Management Board Meeting.
- Provide appropriate information regarding other agencies to all referrals that fall outwith our remit.

Other Responsibilities

Arranging and attending supervision on a regular basis

Realise training requirements and participate in all relevant training

Any other duties as are appropriate