

## Job description

### **Project Coordinator (part time – 16 hours/week)**

#### **A Good Childhood – #KeepthePromise**

**This new post is funded to August 2023**

For 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has served those on the edge; working with those experiencing the causes and consequences of homelessness. We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures. That is why all our work is values-led and relationships-based.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality through our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

**Compassion:** We believe that everyone should have the chance to change, no matter how long that might take.

**Respect:** We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

**Integrity:** We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

**Innovation:** We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

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## **1 General**

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The Promise (<https://thepromise.scot/>) made clear the extent of change required to ensure every child in Scotland can grow up loved, safe and respected, and able to realise their full potential. 'A good childhood' is at the core of Cyrenians' efforts to #KeepThePromise, ensuring that young people and the organisation as a whole collaborate effectively to develop, and lead, the necessary changes to the design and delivery of our services.

The Project Coordinator is responsible for ensuring the various elements within the project are delivered, monitored, recorded and evaluated to the highest standard. Working as part of a small team, you will build relationships across the organisation, including our Leadership Team, to ensure our youth participation and children's rights work is supported at all levels of the charity. Importantly, you will act as a point of contact for the project and be the main link between internal and external stakeholders.

The Coordinator role will also be integral in ensuring the work is compliant with Cyrenians policy, GDPR, and Scottish law.

We are seeking a highly organised individual who can work independently and as part of a small team to agreed outcomes. In addition, the

successful candidate will recognise the importance of youth participation, children’s rights and safeguarding children and young people in the context of Scottish national guideline and best practice.

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## 2 Tasks and Responsibilities

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- Point of contact for staff and external contacts
- In conjunction with the line manager, ensure the implementation plan is kept up to date and that relevant KPIs, deadlines and outcomes are being met.
- Coordinate the logistics relevant to specific events and activities (such as the youth residential), including managing invoices and payment processes with the finance team.
- Perform day to day administrative tasks for project, including note taking at meetings.
- Collate information relevant to evaluating the success of the project (such as the number of young people engaging with it; and the relationships being made internally and externally).
- Use our existing recording systems to input data and run reports (training will be provided)
- Assist with compiling reports for funders, and contribute to funding applications
- Support the internal reporting process of data for managers and Trustees
- Provide input to service planning, and attend team meetings
- Liaise with our Communications team to promote and market the service
- Ensure the projects processes and documentation comply with Cyrenians policy, GDPR requirements and Scottish law.

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## 4 Person Specification

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<b>Knowledge and Experience</b>	
Relevant experience in carrying out administrative duties	Essential
Experience with evaluation and monitoring systems	Essential
Experience writing/contributing to stakeholder reports	Essential
Experience writing/contributing to funding applications	Desirable
Experience in co-ordinating events/training	Desirable
Project management experience with a proven capacity to manage a diverse workload and prioritise effectively to meet deadlines	Essential
<b>Skills</b>	
Ability to summarise information/data accurately and concisely	Essential
Excellent inter-personal skills, including: <ul style="list-style-type: none"> <li>○ Strong listening skills</li> <li>○ Written and verbal communication skills</li> <li>○ Relationship building and developing networks</li> </ul>	Essential
Effective IT skills, including use of databases	Essential
<b>Values and attributes</b>	
Able to work collaboratively as part of a team and also independently and proactively	Essential

A sensitive and professional approach towards colleagues, volunteers and clients, respecting confidentiality and anti-discriminatory practice	Essential
A commitment to continuous improvement	Essential
Excellent organisational skills	Essential
Excellent written and verbal communication skills	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Conscientious, practical, committed and hard working	Essential
Flexibility, tenacity and willingness to go the extra mile	Essential
Positive thinker and creative problem solver	Essential
<b>Qualifications</b>	
Relevant qualification	Desirable

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## 5 Terms & Conditions

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<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via the Chief Executive of Cyrenians)
<u>Line Manager:</u>	Alan Jeffrey
<u>Liaison with:</u>	Youth engagement lead
<u>Workplace:</u>	Cyrenians head office in Edinburgh, with blended working options available
<u>Working Hours:</u>	16 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)
<u>Salary:</u>	£22,622 per annum pro-rata (scale point 20) This equates to £9,782 per annum for a 16 hour week.
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)
<u>Disclosure:</u>	PVG Scheme membership required
<u>Duration:</u>	The role is currently funded until 31 <sup>st</sup> August 2023

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## 6 Closing Date and Interviews

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**Recruitment for this role opened on 23/06/2022.** There is no set closing date. We will review applications as they are received and arrange to meet with candidates that we wish to take forward (usually within 7-10 days from receipt).

This vacancy will be closed once we have appointed.

Please refer to our Recruitment Information PDF for further guidance on completing and submitting your application form. Further information [www.cyrenians.scot](http://www.cyrenians.scot)