

## **Job description**

**Job title: Projects Support Coordinator (Scotland)**

**Salary range: £28,402 - £35,893 per annum pro rata**

**Hours: 21 - 28 hours per week**

**Location: Home-based, with weekly travel to Edinburgh office**

**Reporting to: Project Manager**

**Budget responsibility: No**

**Contract: Fixed term until 31 May 2023**

### **MAIN PURPOSE OF JOB:**

The post holder will coordinate the delivery of projects and act as a key central contact for liaising with schools and project partners. They will be responsible for the organising and distribution of resources and supporting project coordinators. They will ensure the smooth running of the Scotland team and office, helping to manage internal processes and communication. This will be a varied role and an ability to embrace a diversity of tasks is essential.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- Support line manager in working with project partners to ensure the smooth roll out and organisation of projects.
- Support communications to key audiences, so they participate in projects, including the recruitment of schools
- Coordinate the ordering and delivery of project resources and provide relevant support to project participants
- Update calendar activities with clear responsibilities of Living Streets, project partners and the project audiences
- Support the delivery of focus groups, street audits, surveys, informal meetings and feedback, online tools, and other interventions
- Support the monitoring and collection of internal and external data for the evaluation of projects.
- Contribute to reports for funders and partners and keep project management records up to date
- Support the smooth operation of the Living Street Scotland Edinburgh office including managing local resources stock, coordinating room bookings, organising group travel, project files and record keeping, and offering office support for colleagues working remotely.
- Help organise team meetings, including taking and tracking notes and action points

- Support the delivery of events, including communications to participants, online conferencing (e.g. zoom), venues and briefings for speakers
- Monitor and coordinate responses to enquiries to Living Streets Scotland

#### **OTHER DUTIES:**

- Support schools' staff in delivering assemblies, presentations or events when required
- Assist the Scotland team in using the Living Streets customer relationship management system, so our database of contacts is accurate and up to date
- Help organise and coordinate local activities during key calendar times, such as Walk to School Week, National Walking Month, and International Walk to School Month.
- Train and mentor colleagues on administrative systems
- Work with communications colleagues to organise the development of branded project materials
- Be an ambassador for Living Streets as required to external audiences, promoting the Living Streets brand and messages, including at public events and in interaction with stakeholders
- Be an active contributor to your department, to team meetings and away days
- Adhere to Living Streets' policies and procedures, maintaining good liaison across the organisation
- Ensure the effective delivery of the charity's strategic objectives and Scotland strategy
- Ensure our equal opportunities and safeguarding policies are understood and implemented at all levels
- Deputise for project managers in their absence, when appropriate
- Reasonable occasional out of office hours work may be required as well as occasional travel within the UK.
- Undertake other duties from time to time, as requested by the line manager, department Director or Chief Executive.

#### **SAFEGUARDING:**

Living Streets is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all our staff and volunteers to share this commitment. Applicants will be subject to background and criminal records checks as relevant to the job role.

**NB:** Registration with Disclosure Scotland PVG Scheme may be required for this post. In the event that this is not required, a Basic Disclosure is a requirement.

## Person Specification

Applicants must be able to demonstrate:

Essential Criteria	From application (✓)	At interview (✓)
<b>Experience</b>		
Experience of working in an administrative role, supporting teams, project or managers	✓	✓
Experience of data management and monitoring to assist reporting and evaluation	✓	✓
Experience of managing activities with multiple deadlines across departments	✓	✓
Experience of managing activities and multiple deadlines and stakeholders	✓	✓
<b>Knowledge and skills</b>		
Ability to work remotely from head office and other team members and be administratively self-supporting		✓
Good communication skills, including an ability to engage with project partners and act as spokesperson for the project	✓	✓
Good IT skills, including Microsoft Word, Excel and Outlook	✓	✓
Good time management skills		✓
<b>Personal</b>		
Ability to work flexibly, including occasional travel or evening and weekend working		✓
Commitment to equal opportunities and the ability to implement the Living Streets' safeguarding policies and procedures	✓	✓
Understanding of, and commitment to, the agenda of Living Streets	✓	✓
Positive, 'can do' approach to tasks		✓

It would be preferable for applicants to also demonstrate:

Desirable Criteria	From application (✓)	At interview (✓)
<b>Experience</b>		
Experience working in a third sector organisation	✓	✓
Experience of event management	✓	✓
<b>Knowledge and skills</b>		
Commitment to third sector values	✓	✓
Knowledge of the use of blogs and social media channels	✓	✓