

JOB DESCRIPTION: PROJECT COORDINATOR

About Viewpark Conservation Group (VCG)

VCG is a Scottish Charitable Incorporated Organisation based in North Lanarkshire. A Board of Trustees from the local community leads us and our management objectives are:

- To maintain and enhance the educational, recreational and historical values of the Douglas Support Estate, known locally as 'Our Glen', for use by the local community and wider public.
- To maintain the integrity of the landscape features of The Douglas Support Estate.
- To improve biodiversity within the estate's woodlands, waterways and meadows with consideration being given to ensuring the well-being of the resident wildlife population.
- To provide an educational and learning resource for all ages through participation of conservation projects, improved interpretation, habitat and species monitoring, and of the history and heritage of The Douglas Support Estate.
- Develop woodland management awareness and skills among local people so volunteers can be involved in the regeneration and maintenance of the estate.
- Develop woodland management awareness and skills among local people so volunteers can be involved in management tasks and workdays where appropriate.

We plan to run regular activities and actively involve diverse groups of all ages, including low-income people, BME people, and people with physical, learning and hidden disabilities. We collaborate closely with a wide range of individuals, voluntary sector and statutory partners.

Post Title: Project Coordinator

Contract Type: Part Time Post

Reports To: Board of Trustees

Responsible For: Rangers, Administrative, other staff, and freelance workers as may be appointed

Hours of Work: 28 hours a week (some flexibility required for weekend work on occasion)

Location: Midshawhead Farm, Coatbridge, Lanarkshire, located on the Historic Douglas Support Estate.

Salary: £27,000

Pension: 4% employer contribution

Holidays: 28 days (Pro Rata)

Viewpark Conservation Group
Registered Charity Number: SC045857

Purpose of post

This is a pivotal in the development of VCG, which recently acquired the Historic Douglas Support Estate in a community led buyout.

This a new post, focused on making our new amenity operational, establishing new partnerships, and developing sustainable income streams. The post is funded by the National Lottery Heritage Fund.

The specific purposes of the post are:

- To assist the Board of Trustees in fulfilling VCG's objectives as detailed in the Business Plan.
- To develop and promote VCG's activities and services.
- To help ensure VCG's long-term financial viability by developing sustainable income streams.
- To manage VCG's day to day operations, including its staff, volunteers, contractors, finances, buildings and grounds.
- To ensure VCG is responsive to the local community and accountable to its funders and other relevant stakeholders.

Main Responsibilities

1. Ensure that all community development activities and programmes further VCG's objectives, reflect our values and drive forward constant improvement.
2. Develop and generate new income to agreed targets, in particular through the establishment of VCG's social enterprises, grants and other fundraising.
3. Establish appropriate management systems and manage the day-to-day operations of the Douglas Support Estate, including Midshawhead Farm and its facilities.
4. Develop, manage and control VCG's budgets and financial performance.
5. Supervise and support individual staff members and build an effective staff team.
6. Strengthen and support our growing volunteer base, build and maintain excellent relationships with all our stakeholders, and represent VCG externally.
7. Develop and implement effective marketing and communication plans that positively promote VCG and raise our profile.
8. Be accountable to the Board of Trustees, provide regular reports to the Board and attend Board meetings as required.
9. Develop and implement organisational policies and procedures to a high standard, including those relating to employment, equal opportunities, health and safety, and the protection of vulnerable groups.

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10. Work flexibly in response to organisational and local needs, including evenings and weekends on occasion.
11. Undertake any other duties as may be reasonably required by the Board of Trustees.

Person Specification

Essential knowledge, experience, skills and attributes:

1. Competent and confident in managing budgets and financial performance.
2. Experience and confidence in monitoring, evaluating and reporting on outcomes.
3. Experience and confidence in developing organisational policies and procedures.
4. Experience of managing staff, volunteers and sessional workers.
5. Track record of success in community development roles in the voluntary or public sectors.
- 5 Experience and/or understanding of how-to co-ordinate the development of nationally recognised qualifications and certification, e.g. SQA's and Adult Achievement Awards.
- 6 Ability to work on own initiative and with minimal supervision: well organised and able to plan, prioritise and administer own work.
- 7 Excellent communication and interpersonal skills and able to create strong working partnerships with organisations, community groups and volunteers.
8. Sound level of IT and digital competence.
9. A resilient, can-do and problem-solving approach to challenges, with a high level of confidence and self-reliance.

Desirable knowledge, experience and skills

- A recognised qualification in community education, community development and/or management/leadership
- Knowledge of the local area and communities
- An awareness of the causes and impact of health inequalities
- Understanding of how to support and empower volunteers to develop and co- create new activities

Disclosure (PVG) requirements

The appointment is subject to VCG being satisfied that the candidate meets the requirements of the Protection of Vulnerable Groups (Scotland) Act 2007.

Please apply by Friday 9th August 2024 with a current CV and cover letter to viewparkconservationgroup@hotmail.com

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