



Job Description: Project Coordinator

Title: Project Coordinator	
Salary: £28,080 FTE	Location/ Department: Women on wheels Hub Govanhill Workspace Unit 4 69 Dixon Road G42 8AT
Interviews to be Held: 1st round 4th November	
Hours worked: 16 hours per week (0.4 FTE) Fixed term contract 12 months (with a possibility of extension) Monday to Saturdays (days flexible) Regular weekend and evening work required	Reports to: Project Manager

JOB PURPOSE:

The Project Coordinator will be responsible for the successful establishment and running of two main projects at Women on Wheels - the Volunteer programme and our pilot Teen programme. This is an exciting opportunity to establish a brand new programme to add to a cohort of very successful programmes already run by a small and dedicated team, as well as bolster and professionalise our volunteer programme. It would suit an individual who is already a qualified Cycle Trainer, has bags of enthusiasm, and is able and willing to be a self-starter and take a project and run with it.

Women on Wheels already has a small volunteer base that supports our activities. The Project Coordinator will be responsible for nurturing and supporting these volunteers - including doing training needs analyses and sourcing and delivering appropriate training - as well as recruiting and inducting new volunteers from diverse backgrounds.

The Project Coordinator will be responsible for planning and delivering an inspiring cycling programme to teenage girls from our Hub in Govanhill. At first, this will involve researching potential partners and building relationships so that we are ready to deliver an exciting programme of cycling activities from the New Year. These will include learning to ride cycle lessons, confidence building cycle rides, bike buddy and route navigation support, maintenance classes, mountain biking and BMX as well as lots of social events aimed at those looking to start cycling or cycling more regularly. The ability to develop and sustain strong, effective partnerships

with community organisations, particularly youth groups and secondary schools across Glasgow, is key to this role.

If you don't meet every single requirement below but still think you would do a cracking job, we still want to hear from you so please do apply. Please note that a PVG will be required.

PRINCIPAL ACCOUNTABILITIES:

1. Support existing volunteers by offering regular 1-1 sessions and establishing training and support needs.
2. Organise and deliver relevant training to upskill volunteers.
3. Support volunteers to become sessional staff or find employment in the cycling industry, if they so wish.
4. Recruit new diverse volunteers to support our Women, Families and new Teen Programme.
5. Research and make connections with relevant community groups/schools/youth groups that would benefit from our Teen programme.
6. Deliver presentations, workshops and build rapport with youth groups/schools/teens to engage teenage girls about cycling.
7. Coordinate and deliver cycling activities to engage teenage girls in cycling (Learn to cycle session, led rides, maintenance, BMX, Cycle Touring, Mountain Biking, Social activities)
8. Create a calendar of events for the year ahead in line with the project plan and lead on the coordination and delivery of community based events.
9. Regularly seek feedback and evaluation from service users, and use this to enhance and improve service delivery.
10. Lead on the monitoring and evaluation of all the programme outputs in accordance with the project plan.
11. Supervision and mentoring of volunteers.
12. Providing access to our existing Bike Lending Library for the young people you are working with.
13. Contribute to the strategic development of Women on Wheels.
14. Work with the Project Manager to produce detailed reports for the project funders.
15. Contribute to funding applications.
16. Any other relevant responsibilities as the programmes develop.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED (THE PERSON SPECIFICATION)

E – essential

D – desirable

- Experience working with Volunteers in a similar setting - **E**
- Experience of working in a community setting with individuals, particularly young people (all ages) and volunteers from a diverse range of backgrounds - **E**
- Empathetic and friendly individual with proven ability to lead, motivate and support project participants – **E**
- Experience of networking and building local partnerships with workplaces/community organisations/schools/youth groups/voluntary organisations - **E**
- Can work independently, is proactive, and can work cooperatively with the rest of the team - **E**

- Good organisation and time management skills; able to prioritise workloads effectively and meet deadlines and monitor outcomes – **E**
- Experience of coordinating and managing freelance workers and volunteers (or other personnel) - **E**
- Experience of report writing (or similar) for external audiences - **E**
- Experience of working with individuals in a development and mentoring role - **E**
- Experience of delivering cycling/bike related projects - **E**
- Qualified Cycle Trainer with at least two years of direct delivery experience - **D**
- Bike mechanic qualification/or two years experience - **D**
- Experience of organising events in a community setting - **D**
- Ride Leader Qualification with at least two years of direct delivery experience - **D**
- Formal qualification in community development or similar - **D**
- An understanding of the principles and implementation of an Equal Opportunities Policy, Safeguarding Policy and Health and Safety Policies - **D**

SPECIAL FEATURES

Regular weekend and evening work required.