

**Fool On SC047918**

**Project Co-ordinator (part-time)**

**Job Description & Personnel Specification**

Hours: 16 per week ideally over 3 days

Salary: £13,500 p/a

Duration: Fixed Term for 2 years (funded by National Lottery Community Fund)

Location: Fool On premesis @ Block 10, Unit 2, Dundyvan Industrial Estate, Coatbridge

Reporting to: Fool on Chairperson and board

**Job Purpose:**

To co-ordinate and develop the services of Fool On and support the Board to realise their ambitions for the organisation.

**Main Duties:**

Develop and maintain quality administrative and financial systems and procedures for the effective operation of Fool On, under the direction of the Board.

Keep accurate records of all financial transactions and ensure related documentation is kept.

Promote & develop Fool On’s Services.

**Key Tasks:**

**Administration/Finance**

* To carry out all administration arrangements under the direction of the Chairperson.
* Produce annual report
* Attend Board meetings and provide monthly reports and regular updates, detailing performance vs objectives, and financial spend vs planned budget
* Ensure administration, tracking and financial records meet the requirements of funders for monitoring and evaluation purposes
* Preparation of budgets in line with Board directives
* Application for additional funding as directed by the Board
* Administer the payment of volunteer expenses.
* Preparatory work for annual examination of accounts & OSCR annual return

**Marketing & Promotion**

* Produce materials and resources to promote Fool On and its activities

The post holder is required to adhere to Fool On’s Health and Safety Policy and any particular responsibilities within this and to carry out other relevant and reasonable duties as directed by the Board, to participate effectively and to contribute to its strategic development and management.

**ESSENTIAL REQUIREMENTS FOR THIS POST:**

* Experience of working within the voluntary sector
* Financial and budgetary management experience
* Highly developed ITC skills (Microsoft Office)
* Ability to work on own initiative and prioritise workload
* Outgoing, friendly and approachable disposition, a clear thinker with a positive, adaptable and flexible approach
* Available to work occasional evenings and weekends as necessary to ensure fulfilment of duties
* Able to write clear and accurate reports for a wide range of audiences.
* Time management and organisational skills.

**DESIRABLE REQUIRMENTS FOR THIS POST:**

* Qualification in relevant discipline
* Driving licence and access to car
* Experience of volunteering
* Experience of sourcing funding