

Job Description and Person Specification

Project Coordinator

October 2026

Job Description

Job Title:	Empty Homes Project Coordinator
Contract:	Permanent - 35 hours per week
Location:	Rock Trust Lochgelly Office
Salary:	£29,928.77 - £33,704.65 per annum (depending on experience)

Mission Statement

Our long-term vision is to end youth homelessness. Our more immediate mission is to ensure that every young person in Scotland has access to expert youth specific services to assist them to avoid, resolve and move on from homelessness, making it rare, brief, and non-recurring.

Context

This is an exciting opportunity to lead the development and delivery of Rock Trust's innovative new Empty Homes Project. Working in partnership with Fife Council and the Scottish Empty Homes Partnership, the Project Coordinator will oversee the refurbishment of a small number of empty properties, working with partners and contractors to transform them into high-quality, affordable homes for young people. You will also work directly with young people to help them make these houses their homes. Through practical and emotional support, the role will help young people develop independent living skills, build confidence and improve their employability, supporting them to sustain their tenancies and move towards a positive, independent future.

Reporting to

Service Manager

Responsibilities

Project Delivery

- Provide practical, personal/emotional, social and intellectual support to young people.
- To participate in the referral, selection and placement processes to ensure that services operate at full capacity.
- Work with service users to help identify and co-ordinate relevant external support provision.
- Develop resources and provide training to young people and professionals.
- To develop and sustain links with individuals, groups, agencies and professional bodies in the statutory, voluntary and private sector and to actively promote Rock Trust's services.

Project Management

- To participate fully in operational planning and delivery of services across the organisation.
- To ensure that Health and Safety and appropriate Risk Management actions are undertaken.
- To promote, participate and analyse regular reviews of services, and recommend actions that will enhance current provision or develop new initiatives.
- Monitor budgets and provide a cost-efficient service within agreed parameters.
- To work with Service Managers, Assistant Directors and other colleagues to seek and secure resources for the operation and development of the services.

Quality & Resources

- To co-ordinate the recruitment, training, support and retention of volunteers.
- Maintain effective record keeping systems and information for the purposes of monitoring and evaluation.
- To support the preparation of board and funding reports and to support their presentation, where required.

- To contribute and assist in the preparation of publicity materials produced by Rock Trust as required.

Leadership and Development:

- Line manage and provide formal and informal support to allocated staff, students and/or volunteers.
- As part of the Fife Team, provide effective and professional leadership, supporting and promoting the activities of Rock Trust and contributing significantly to building a high performing organisation.
- To provide visible leadership and motivate staff to ensure that delegated responsibilities are achieved, and effective communication maintained.
- Nurture a culture of Respect, Safety, Positivity and Fairness, that allows our colleagues to thrive, take appropriate risks and learn from mistakes.
- Increase our management level networks, building relationships with leaders, partners, commissioners and funders.
- Identify and make recommendations for improvement to contribute to the continuous operational improvement of the organisation.

Other

- To act in accordance with Rock Trust values
- To undertake other duties in line with the role as required.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the Rock Trust at any time after discussion with the post holder.

Person Specification:

Essential

- A willingness to work towards a practice qualification that meets the criteria recognised by the SSSC.
- Vocational experience demonstrating development through involvement in progressively more demanding work/roles – highlighting relevant transferable skills
- Evidence of leaderships skills.
- Knowledge of homelessness, mental health and isolation issues.
- Direct work with disadvantaged young people.
- Ability to build and maintain productive partnerships.
- The willingness and ability to travel and adapt to changing work locations as necessary; a full UK driving license and access to a car

Desirable

- Experience of coordinating property-related work, contractors or refurbishment projects.
- Experience of developing, improving and growing services.
- Excellent ability to evaluate and work collaboratively to improve service quality.
- A practice qualification recognised by the SSSC.
- Experience of a supervisory role.
- Experience of managing and monitoring budgets.