**Project Co-ordinator**

**Location:** Remote work with occasional travel around Scotland if required.

**Salary:** £28,000 per annum

**Hours:** Full-time, 37 hours per week

**Contract Type:** Permanent

**Reports to:** Board of Trustees

**About Tourette Scotland:**

Tourette Scotland is a Scottish charity dedicated to offering help and support to people living with Tourette’s Syndrome (TS) and their families. We are passionate about raising awareness about TS. We are committed to fostering an inclusive environment where everyone feels valued and respected, aligning with our strong equality, diversity, and inclusion ethos.

**The Role:**

We are seeking an experienced, skilled, and highly reliable Project Co-Ordinator to join our dynamic team. You will be the first point of contact of all charity clients with a warm and friendly approach required. This may often involve dealing with vulnerable individuals so sympathy, understanding and patience in these situations will be essential. This pivotal role will be instrumental in ensuring the smooth and effective operation of our projects, with a particular focus on securing vital funding, managing our volunteer network, and overseeing financial processes. The successful candidate will be a proactive problem-solver with a strong commitment to our charitable mission and values.

**Key Responsibilities:**

**1. General Administration:**

* Provide comprehensive administrative support to the charity's operations and projects.
* Maintain accurate and up-to-date project records, databases, and filing systems (both digital and physical).
* Coordinate meetings, prepare agendas, and take accurate minutes.
* Manage correspondence, emails, and phone calls efficiently and professionally.
* Assist with the organisation of events, workshops, and outreach activities.

**2. Volunteer Coordination:**

* Recruit, onboard, train, and support a diverse team of volunteers.
* Develop and implement volunteer management policies and procedures.
* Match volunteers with appropriate roles and provide ongoing supervision and guidance.
* Organise regular volunteer meetings, appreciation events, and training sessions.
* Maintain accurate records of volunteer hours, activities, and development.

**3. Funding & Grants:**

* Proactively research and identify suitable funding opportunities from trusts, foundations, government bodies, and other sources.
* Write compelling and persuasive grant applications, proposals, and reports, adhering to funder guidelines and deadlines.
* Oversee and review funding applications prepared by other team members or volunteers, ensuring accuracy and alignment with strategic objectives.
* Develop and maintain strong relationships with funders and grant-making bodies.
* Monitor the progress and outcomes of funded projects, ensuring compliance with grant agreements.

**4. Financial Oversight (in collaboration with Treasurer:**

* Monitor project budgets, track expenditure, and ensure financial compliance with charity policies and funding agreements.
* Prepare financial reports for internal use and external funders.
* Assist with the development of project budgets and financial forecasts.
* Oversee petty cash management and expense processing.
* Liaise with the charity's Treasurer or Finance Officer to ensure robust financial controls.

**Skills and Experience:**

**Essential:**

* Proven 3 years of experience in a similar role within the charity or non-profit sector.
* Demonstrable track record of successfully securing funding from various sources.
* Excellent written and verbal communication skills, with the ability to craft compelling narratives for funding applications.
* Strong organisational and time management skills, with the ability to manage multiple priorities and deadlines effectively.
* Proficiency in IT, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and experience with CRM or database systems.
* Experience in volunteer recruitment, management, and support.
* Understanding of basic financial management principles and experience in budget monitoring.
* A strong commitment to equality, diversity, and inclusion, and an understanding of its practical application in the workplace.
* Ability to work independently with initiative, as well as collaboratively within a small team.
* Reliable, highly motivated, and able to maintain confidentiality and discretion.
* Knowledge of the Scottish charity landscape and funding environment.
* Experience with fundraising databases or grant management software.
* Full UK driving license and access to a car.

**Personal Attributes:**

* A genuine passion for the mission and values of Tourette Scotland.
* Proactive, adaptable, and a solution-oriented approach.
* Excellent interpersonal skills, with the ability to build strong relationships with colleagues, volunteers, funders, and beneficiaries.
* High level of integrity and professionalism.

**To Apply:**

Please submit your CV (maximum 2 pages) and a covering letter to chair@tourettescotland.org outlining how your skills and experience meet the requirements of this role, and why you are interested in working for Tourette Scotland.

Applications should be sent to chair@tourettescotland.org by Thursday 31st July 2025.

Interviews will be held remotely via zoom/Microsoft throughout August 2025.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

For more information about our charity and the work we do please visit our website [www.TouretteScotland.org](http://www.TouretteScotland.org).