

Dorset People First

Job Title : Project Coordinator

Reports to: Manager and Trustees

Responsible for: Project Workers
Co-workers

Job Purpose

1. Manage and develop projects
2. Contribute to the strategic plan DPF
3. Be accountable to the Manager and Trustees
4. To seek and generate funded business for DPF

Duties:

- i) Plan and manage allocated projects
- ii) Develop and maintain workplans
- iii) Manage the budgets for projects and accountability to the Manager and trustees
- iv) Recruit, supervise and support co-workers
- v) Talk with the Board and provide information or reports as required by the trustees
- vi) Actively seek opportunities for funding of DPF
- vii) Organise and facilitate training and other relevant workshops
- viii) Represent DPF at appropriate and relevant local and national events
- ix) Promote the image and profile of DPF both locally and nationally
- x) Ensure the maintenance of all essential records to comply with legal requirements

This JD is intended to cover the range of principal duties relating to the post. The role may include any other duties commensurate with the grade of the post, as directed by the Manager or Trustees.

Person Specification

Qualifications/ Achievements:	NVQ Level 3 equivalent or relevant achievements	D
Experience:	Learning Disability sector Project work Voluntary/Community sector Budget Management	E D D D
Skills	Autonomy/Flexibility Managing People Innovation Managing Budgets Organisation Total Communication Self -motivation Negotiation Seeking/Generating funding Computer skills	E D E E E D E E D E
Knowledge:	Disability and Learning Difficulty Relevant Legislation	E E
Values:	Understanding of Equality	E
Other:	Driving Licence	D