



Job Description

Project Coordinator

Salary: £8,400 (part-time)	Line Manager: Chief Executive
Hours: 10 hours per week	Period of Contract: 3 years following 3 months' probation
Location: Hybrid working - work from home and office in Chadderton, Oldham	Main Stakeholders: Yuvanis Foundation Senior Leadership Team, Managers and team members, our Board, our volunteers and external public sector and private partners.

Purpose of the Post: To provide executive support to the CEO, Yuvanis Foundation's Board and project manage internal business priorities.

Job Description:

We are seeking a part-time Project Coordinator to join our team for 10 hours per week, working two days a week in our office. The Project Coordinator will assist in the planning, execution, and completion of various projects within our organisation.

Responsibilities:

- Assist in the planning and implementation of projects.
- Coordinate project schedules, resources, equipment, and information.
- Liaise with clients, team members, and stakeholders to ensure project success.
- Monitor project progress and address potential issues.
- Prepare and maintain project documentation, reports, and records.
- Help manage project budgets and expenses.
- Assist in the evaluation and improvement of project processes.

Requirements:

- Previous experience in project coordination or a similar role.
- Excellent organisational and time management skills.
- Strong communication and interpersonal abilities.
- Proficiency in Microsoft Office and project management software.

- Ability to work independently and as part of a team.
- Attention to detail and problem-solving skills.
- Flexible and adaptable to changing priorities.

General asks of everyone that works as part of the Yuvanis Foundation team:

- Support us in our charitable purpose, helping us to achieve our strategic aims and using our values as outlined below to underpin all that you do.
- Behave in a professional manner and adhere to our policies and procedures including safeguarding, health and safety, data protection.
- Be inclusive and work to combat all forms of discrimination and disadvantage, ensuring that the principles of equitable opportunities and social justice are implemented in your work.
- Help us to achieve our strategic aims and priorities by contributing your skills and experience to projects and tasks when required.

Our charitable purpose and values:

The Yuvanis Foundation team is vital in achieving the charity's purpose: to organise activities and services for the improvement of lives of people from BAME backgrounds and create positive social change, promote social justice and harness social benefit.

Yuvanis Foundation's values underpin all our activities. They are ways of working that we will always strive for, and we want to be held accountable to them. Our values should resonate with the perception and reality of working with, and for, us as an organisation.

Our values are:

Trusted - We're empowered and committed to deliver – We take our responsibilities seriously. Our volunteers, partners, service users, and the community can count on us.

Ambitious - We thrive on being the best – We achieve extraordinary things and always hungry for more. We push ourselves every day to create the best experience for our service users and the best outcomes for our stakeholders.

Innovative - We go after ideas that make a difference – we constantly search for ways to improve, both big and small. We're adaptive, resilient, and we learn as we go.

Proud - Our community is our world – We're passionate about our community and what's important to it. We're proud of our history and we're excited about our future.

Benefits:

- Competitive hourly rate.
- Opportunity to work in a dynamic and supportive team environment.
- Flexible working hours.
- Potential for career advancement.

If you are a motivated individual with a passion for project coordination and excellent organisational skills, we would love to hear from you. Please submit your CV and cover letter detailing your relevant experience.

Person Specification

Project Coordinator

The ideal candidate for this role will be:

- Someone with outstanding organisational skills, able to manage multiple priorities and have excellent attention to detail.
- Someone who produces work to a high standard, with great attention to detail, particularly in written formats.
- Someone who can proactively identify potential issues, implement solutions and who can get things done.

The recruitment process (application, interview, and any other activities) are your opportunity to demonstrate the following skills (able to), experience (experience of), and knowledge (knowledge of):

Essential – These are things which are necessary for you to be considered for this role:

- Significant experience in an executive support and or project management role.
- Proficient at using Microsoft office applications (Teams, SharePoint, Outlook, Word, PowerPoint, Excel) and using CRM and database systems in your work.
- Highly organised with the ability to drive multiple tasks simultaneously.
- Project management skills to lead and manage work.
- Excellent communication skills, both written and verbally.
- Able to prepare and present high-quality presentations and reports.
- Excellent attention to detail, identifying issues and solutions.
- Committed to the work Yuvanis Foundation does and ability to understand the context of our work.
- Can identify opportunities within the role to ensure we are an inclusive charity and live up to our commitment to tackle inequality and discrimination.

Desirable – These are things which we would actively be looking for in a perfect candidate. You should still apply even if you do not check every item on this list:

- Experience of working in a Voluntary, Community or Social enterprise.
- Can demonstrate a good understanding of Charitable Incorporated Organisations.
- Fundraising planning, strategy and implementation skills and experience.

Personal Qualities – These are things which we ask for from everybody who works as part of the Yuvanis Foundation team:

- Be committed to our values.
- Work and collaborate effectively as part of the wider team.
- Seek opportunities to develop yourself and others.
- Be committed to social justice and equity.

For more information on the work that we do please visit www.yuvanis.org