JOB DESCRIPTION

Job Title:	**Project Coordinator**
Responsible to:	**CEO**
Salary:	**£20,800 per annum pro rata (*£10 per hour)***
Hours:	**38 hours per week (0.95 FTE)**
Contract:	**2 years fixed term**
Date:	**February 2018**

Introduction

All-Aboard Watersports (AAW) has secured two years funding from Bristol Ageing Better[1] (BAB) to deliver two projects focussed on tackling social isolation in people aged 50+ in Bristol.

Come on Board (CoB) is a collaborative project between AAW, Clifton Exercise Club, Lifecycle, Gloucestershire County Cricket Club, BS3 Community, Avon Wildlife Trust, Alive and Bristol Community Transport which aims to motivate older people to become physically active.

Rocking the Boat (RtB) is a collaborative project between AAW, Tomorrows People and BS3 Community. It is an intergenerational, maritime themed boat building project which brings young and old participants together to share skills and knowledge in a supportive environment.

This is a really exciting opportunity for an experienced Project Coordinator to deliver a programme of activities across Bristol targeting those hardest to reach older people, engaging and motivating them to take part in some physical activity or in an intergenerational project – or both!

Role Summary

Working under the direction of the CEO, you will be responsible for the coordination and delivery of the CoB and RtB projects for older people across Bristol in line with the targets and outputs set out in the Service Level Agreement.

The role will involve working with partners, adopting a user-led approach to activities and dealing with all aspects of delivery for both projects.

[1] BAB is funded by the Big Lottery Fund to develop and deliver a programme that identifies the best ways of reducing the isolation and loneliness of older people.

Duties and Responsibilities

Key Area: Project Management & Coordination

- To be responsible for the coordination and delivery of the CoB and RtB projects for older people across Bristol.
- To maintain accurate financial records and assist with budget management for the projects as appropriate (with support from the Finance Officer).
- To work with external project delivery partners to plan and deliver stimulating and high quality project activity for older people.
- Create, review and update risk assessments for all project activities in line with AAW's H&S policy and ensure project delivery partners submit risk assessments for their activities.
- To oversee freelance professional staff (i.e. walk leaders, boat builder) and volunteers, as appropriate.
- Oversee the coordination of free transport provision for older people to activity venues as required.
- Establishing a Project Steering Group for each project with agreed Terms of Reference and facilitate regular meetings.
- Through the establishment of a Participant Forum, support older people to take forward issues that are important to them, including the development of new activities and volunteering opportunities, that create more choice for older people in the community.
- Establishing a way of signposting project participants to other services and activities available to them across the city.

Key Area: Performance & Monitoring

- Ensure completion of the Aging Better Common Measurement Framework (CMF) paperwork by all project delivery partners throughout the project in line with their Service Level Agreements. Collate competed forms and submit to BAB on a monthly basis.
- To collect, collate and monitor performance data from delivery partners to ensure that both projects delivery targets are being met and utilise relevant performance and evaluation tools to monitor, measure and report on the impact of the projects.
- Prepare reports monthly (for the CEO and Steering Group) and quarterly (for BAB) against an agreed action plan on the activity of the CoB and RtB projects.
- Make recommendations on lessons learned from the CoB and RtB projects and on how successful elements can be extended or turned into regular services.

Key Area: Marketing & Communications

- Be the main point of contact for all project delivery partners and BAB.
- Proactively manage effective communication and promotion to build relationships with potential and existing participants and volunteers through a range of media; including newsletters, press releases, social media, website, email and other formats to maximise participation, gain community support and positive press coverage.
- To organise launch and celebration events for the projects.

- To represent AAW externally in relation to the projects - building and maintaining positive relationships with partners and other external agencies.

Key Area: Volunteering

- To work with AAWs Volunteer Coordinator to recruit and retain new volunteers ensuring that their skills, qualifications and interests and the needs of the project are matched.
- To ensure that project delivery staff and volunteers are given the appropriate training and support to be successful in their roles.
- To implement formal and informal ways of recognising and celebrating participation and volunteering (with support from the Volunteer Coordinator).
- To establish a process for evaluating the contribution of volunteers (with support from the Volunteer Coordinator).

This is an interesting and varied role, so the post holder will need to have a flexible approach to work and project delivery and be able to attend occasional evening and weekend meetings.

The post holder will be required to be flexible to the changing needs of the organisation and as such undertake tasks and responsibilities not specifically listed here but relevant to the smooth running of AAW, including general office and administrative tasks and aspects of service delivery, as directed by the CEO.

Additional Responsibilities

- To adhere to, and maintain good working knowledge of, all the policies and procedures and regulations governing the organisation. Key policies include Safeguarding, Health & Safety, Equality & Diversity and Volunteering.
- To commit to Continual Professional Development and undertake any training and development deemed necessary for the purposes of the role.
- Comply with the data security requirements and procedures at all times and process data in line with the Data Protection Act 1998.
- Take positive steps to identify and overcome barriers to participation amongst young people, older people, women, people from BME groups and disabled people, prioritising access and inclusion.
- Be prepared to occasionally carry out work outside of your contracted / normal working pattern i.e. evenings
- Any other duties that can reasonably be expected in a post of this nature.
- Attendance at monthly team training sessions (one in three months minimum).
- Attendance at pre-season training and induction days.

I agree that this job description accurately defines the role.

Signed: _____

Printed: _____

Date: _____

Person Specification

Attribute	Essential / Desirable
Educated to degree level (or have equivalent professional experience) in a related subject / sector	Essential
Demonstrable experience of working successfully in a project coordination role (minimum 2 years)	Essential
Demonstrable experience of successful partnership working	Essential
Experience of working directly with older people, and/or an understanding of the issues they face	Essential
Able to motivate, enthuse and organise others, particularly those aged 50+	Essential
Excellent time management skills and ability to meet (and exceed) targets and deadlines	Essential
Excellent communication skills both written and verbal	Essential
Experience of working with volunteers and have an understanding of the legislation and best practice guidance relating to them	Essential
Knowledge of Bristol and its existing 50+ networks and initiatives	Desirable
Experience working with people that are hard to engage or from disadvantaged backgrounds	Desirable
A passion for physical activity and the associated benefits	Desirable
Knowledge and understanding of the maritime industry or watersports sector	Desirable
Competency in Microsoft Office	Essential
The ability to work effectively as part of a small, multi-disciplinary team	Essential
Experience of working with people with additional needs	Desirable
Experience of health & safety best practice including the creation, review and revision of project risk assessments	Essential
Commitment to a positive framework of equal opportunities	Essential
Commitment to high quality standards	Essential
Flexible working hours, which will include occasional weekend and evening work	Essential
Ability to travel in accordance with the requirements of the post	Essential
Hold a minibus driving licence	Desirable
Completed Disability Awareness Training	Desirable
Completed Safeguarding and Protecting Young People and Vulnerable Adult training	Desirable