

# Project Co-ordinator – Family Food and Fun



## Job Description and Person Specification

<b>Post Title:</b>	<b>Project Co-ordinator</b> 21 hours per week average (hours will reduce during term time but will increase during school holidays)
<b>Salary:</b>	<b>£22k per annum (pro rata)</b>
<b>Duration:</b>	Initially funded for 12 months
<b>Location:</b>	Glenrothes
<b>Reporting to:</b>	Head of Community Development

This post is to support and lead on a partnership project which primarily aims to help tackle child poverty and holiday hunger issues in the Glenrothes locality area of Fife.

### Main Purpose of Post

To co-ordinate and support local groups to deliver a Family Food and Fun project. It will primarily offer extra meals to vulnerable, at risk and hard to reach children and young people aged 5 – 14 in the Glenrothes area during school holiday periods.

The project will ensure that a timetable and map of accessible venues, operational five days per week, is co-ordinated and promoted with details on how to find nutritious meals in safe environments for the children and young people who attend.

### Main Duties

1. Establish links and liaise with local stakeholders, groups and, in particular, local Community Workers;
2. Undertake a mapping exercise of existing provision and a community consultation across the Glenrothes area to research the needs of potential users;
3. Create a draft project plan and appropriate monitoring and evaluation strategy;
4. Build and co-ordinate partners in the local area that will deliver the project outcomes;
5. Cultivate and promote best operational practices among partners;
6. Establish appropriate governance and reporting arrangements for the project;
7. Promote and encourage local groups to maximise uptake of the Holiday Hunger Project;
8. Engage with relevant partners across all sectors to promote the services offered by the project;
9. Publicise the activities of the project through press releases to traditional media outlets, and through websites, social media, mail shots, and such other platforms as are appropriate;
10. Report progress regularly to the Head of Community Development and the Team Manager (Community Development, Fife Council) in order to discuss targets and the project's progress. To produce periodic reports for the partnership group – updating them on progress, performance and any issues or requests for assistance;
11. Any other tasks required to ensure successful delivery of the project.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time.

The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business.

There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties. Time off in lieu arrangements will be put in place to ensure flexible working practices that benefit both the organisation and the employee.

### **Person Specification**

#### **Essential requirements:**

- Experience in project development;
- Demonstrable relationship building skills and networking abilities;
- Experience in presentational and written communication skills, including formal papers, minutes and reports;
- Strong self-discipline to work effectively, remotely in the absence of close management;
- Ability to support local groups and volunteers to deliver the project;
- Ability to prioritise effectively to meet deadlines;
- Strong motivation and enthusiasm for the post and the role;
- Be prepared to attend training deemed necessary;
- A valid UK driving license, flexibility to travel and access to personal transport.

#### **Desirable requirements:**

- Experience in supporting the development of appropriate policies and procedures;
- Practical experience of the realities of life in a socially deprived area;
- Experience of working with volunteers;
- Experience of working with children and young people.