**JOB DESCRIPTION**

**Job Title:** Project-Coordinator

Building Financial Resilience in Retirement

**Responsible to:** Project Manager

**Duration of Post**: 31 March 2018 one year fixed term post

**Salary:** £24,717 (Scale 6 point 28)

**Pension:** % to be confirmed

**Hours:** 35 hours per week

**Purpose of Post:** To co-ordinate a digital training programme which aims to improve the financial capability of hard-to-reach older people.

The appointed person will work closely with Money Advice Service, external evaluators and Advice NI volunteers.

**DUTIES**

To manage the Outreach Advisor (Building Financial Resilience in Retirement)

To develop and implement a communications and marketing plan for the project in order to promote the work of the project.

To develop and coordinate a digital and financial capability training programme for eligible harder to reach older people, including online resources.

Identify eligible harder to reach older people to participate in training programmes

To develop and update training materials for use within project.

To ensure delivery and project targets are met.

To recruit and support volunteers within the project, adhering to policies, procedures and standards of volunteer service where necessary

To liaise with an external evaluator to ensure evaluation plan is implemented

Ensure thorough evaluation and monitoring throughout lifetime of the final project and support final report, including: data collection, identifying focus group participants, developing case studies, and follow up surveys.

To manage budgets and resources related to the project, including the reimbursement of volunteer expenses

To liaise with Project Manager to address any technical or access issues

To maintain accurate records and provide timely statistical and activity reports on the project.

To prepare reports and provide documentation required by the Project Steering Group, Advice NI, Money Advice Service or other stakeholders

To maintain databases and undertake any other administrative duties

To prepare articles, press releases and other reports as directed by Project Manager and liaise with the media as required

To ensure that the Project Manager is informed of any training requirements or gaps in knowledge

To participate fully in training programmes, both internal and external, as arranged by the line manager

To attend team meetings as required and participate in quality assurance

To represent Advice NI on appropriate outside bodies and co-operate with other relevant agencies

To use new technology following appropriate training and where technology is available

To undertake any other tasks as may be required by the Project Manager

### Project Co-ordinator (Building Resilience in Retirement)

### Job Specification

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|  | **Essential** | **Desirable** |
| Education | Good Standard of Education | Third Level Qualification |
| Experience | Demonstrable experience of developing and delivering training programmes.  1 year’s project coordination/management experience.  Evidence of using mobile devices e.g. tablets, smart phones  Evidence of working in partnership with other agencies.  Demonstrable evidence of working with evaluation processes.  Recruiting, managing and supporting volunteers | Experience of managing staff  Researching and writing for the web  Working with older people |
| Skills | Excellent verbal and written communication skills.  Excellent organisational and planning skills  Strong attention to detail and quality  Working knowledge of Microsoft Office  Evidence of ability to understand complex information.  Ability to build relationships with a wide range of people.  Demonstrated ability to prioritise own workload and to work on own initiative and as part of a team. | Facilitation skills |
| **Knowledge/**  **values** | Knowledge and understanding of financial capability for older people.  Commitment to the aims and principles of the service, e.g. equal opportunities.  Up-to-date knowledge of vulnerable adults legislation  Knowledge of the voluntary & community sector  Demonstrable sympathetic and non-judgemental attitude | Knowledge of management principles and evaluation techniques  Knowledge of the issues affecting older people.  An understanding of a rights-based approach to producing content for older people. |
| **Personal attributes** | Flexible approach to working hours.  Friendly and approachable manner.  Ability to work under pressure and to strict deadlines.  An understanding of the core values of Advice NI. |  |
| **Other** | Current driving license and access to a car. |  |