



## Job Description

Job title:	Good Relations Project Coordinator
Salary:	£8092.00 Gross Salary. £12.70 per Hour
Accountable to:	Management Team, Charter NI
Area:	Inner East Belfast
Office Base:	Charter NI, 275 Newtownards Road, Belfast, BT4 1AF although post holder will be expected to travel.
Hours :	21 Hours per week Over time and evening work may be necessary from time to time, such time will be remunerated by time off in Lieu.
Contract:	Fixed term contract to 31st March 2025.

### Purpose of the Job:

The post holder will be responsible for the delivery of Charter NI's Central Good Relations Programme funded by TEO.

The Project Coordinator will complete the successful delivery for all aspects of this project on time by carrying out the following key duties & responsibilities.

### Key Duties and Responsibilities:

- Ensure that the programme is run as one continuous programme, complimenting the structured action plan.
- Ensure the TBUC outcomes that the TEO good relations programme is a main focus to the project in all aspects of delivery and fulfilling the programme.
- Responsible for all line management of all aspects of the programme, including support facilitators and any outside agency partnerships.
- Ensure that all programme elements are reported to the appointed Charter NI Management Team on a weekly basis.
- Work closely with TEO to ensure that all OBA results are recorded in a timely manner to ensure the detail outcome of the programme is reported, as and when requested.
- Ensure that all paperwork, financial and administration relating to the programme is completed correctly and received on time, along with the support of Charter NI Finance Manager.
- Ensure any reports required by the funder or management group are completed and presented on time.
- Ensure that all collaborative activities between the partner groups are implemented successfully.
- Ensure that the end of programme event is planned and implemented successfully
- Ensure that the delivery of the programme is rolled out in accordance with the programme schedule and works plans and that the programme detail achieves maximum attendance and impact.
- Ensure the appropriate people are identified and supported through the programme to achieve the best outcome and impact based on the overall objectives.
- Any other duties that Charter NI deemed necessary.

## Terms and Conditions:

The post will require work at course necessary to suit the groups registered for the programme. It is expected that the successful candidate will need to be prepared to travel, as necessary, and work outside normal office hours to facilitate the effective delivery of the programme.

All staff members are required to adhere to the organisational ethos, policies, procedures, including (but not limited to) Safeguarding, GDPR, Health and Safety and Child Protection. All candidates will need to complete an Access Ni check for Charter for Northern Ireland before work commences.

Criteria	Essential	Desirable
<b>Qualifications/ Experience</b>	A third level qualification in a related field, <b>OR</b> Level 3 OCN Community Development And A minimum of three years paid or voluntary working experience in the voluntary and community sector	<p>Awareness of issues affecting dis- engaged, marginalised people in inner East Belfast, outer East Bel- fast.</p> <p>A proven record of budgetary control and monitoring</p> <p>A track record of enabling com- munities and stakeholders to work in partnership.</p>
	A minimum of one year's project manage- ment experience	
	A minimum of one years experience of working with a diverse range of groups, statutory agencies and individuals	
	A minimum of one years experience of working with and reporting to management committees	
	A good working knowledge of recording statistics or OBA data	
	A good working Knowledge of Microsoft Office	
<b>Skills</b>	Excellent oral and written communication skills	Proven leadership skills
	Excellent organisational skills	
	Ability to prioritise and meet deadlines	