

**Job Description**

**Job Title:** Project Coordinator – Heritage Journeys Project

**Duration:** Period up to March 2027 (subject to funding)

**Responsible to:** Chief Executive

**Job Purpose:** To coordinate the Heritage Journeys: Voices of Migrant Women in Mid Ulster project.

**Location:** Dungannon

**Hours:** 30 hours per week

**Rate of pay** £19.15 per hour

**This post is subject to funding**

**Main Aim of Post:**

To coordinate all aspects of the Heritage Journeys project, made possible by the National Lottery Heritage Fund. By engaging with migrant women living in and around the Dungannon area, the project intends to collect, record and share the stories of these women.

**Duties & Responsibilities**

* To implement and deliver the Heritage Journeys project, as set out in the application to the National Lottery Heritage Fund to meet all objectives.
* To work with migrant women living in and around Dungannon area, particularly those who have been attendees at First Steps Women’s Centre.
* To develop a detailed plan to guide the project over the two-year period.
* To undertake interviews with the women so that their stories can be shared via audio or video.
* To undertake research, using any available archives or other sources relating to migrant women living in the Dungannon area.
* To liaise with external agencies who also work with migrant women.
* To liaise with the admin assistant to ensure the effective and efficient running of the project.
* To ensure all information collected is held securely, in compliance with GDPR and other legislation.
* To monitor and review outcomes and report as required, in conjunction with Quality Assurance.
* To directly promote and raise the profile of the Programme with all appropriate internal and external stakeholders.
* To collate qualitative and quantitative information for First Steps Women’s Centre and external agencies.
* To maintain contact with clients during and up to 6 months after completion.
* To promote the project on social media, printed publications and the media, networking, and conversation with others.

**General Duties**

1. To actively promote and raise the profile of FSWC and the services it provides at every opportunity.
2. Ensure that all Health and Safety requirements are implemented in respect of yourself, Staff & Service Users, in accordance with FSWC policies and Procedures and in line with statutory requirements.
3. To comply with and actively promote all FSWC policies and procedures.

**Please note:** This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible, but should be regarded as providing guidelines within which the individual works.

First Steps Women’s Centre operates a “No Smoking” Policy and all employees **MUST** comply with this.

We are an Equal Opportunities Employer.

**Personal Specification**

A shortlist of candidates for interview will be prepared solely on the basis of the information contained against each criterion in the table below. It is therefore essential that all candidates demonstrate through each criterion how and to what extent their experience and qualities are relevant to this post.

| **Criteria** | **Essential**  | **Desirable**  |
| --- | --- | --- |
| **Qualifications** | * 3rd Level Qualification in an appropriate area plus a minimum of GCSE English & Maths (Grade C or above), or equivalent
 | * ECDL or demonstrable experience in a range of Microsoft Packages, e.g. Word, Excel, Access etc.
 |
| **Skills & Knowledge:** | * A minimum of 2 years’ experience in a similar type role within last five years
* An understanding of the challenges and barriers faced by migrant women
* Knowledge & Experience of implementing a project.
* Excellent planning, interpersonal, written and verbal communication skills.
* The ability to work with a wide range of stakeholders.
* The ability to work both independently and as part of a team
* Hold a full current driving license (valid for use in the UK) and/or\* have access to a form of transport on appointment, which allows the applicant to undertake the duties of the post in full **(\****this refers to any applicant who has declared they have a disability which debars them from driving.)*
 | * A strong understanding of how the Women’s Sector plays an integral role in assisting women into employment, training and/or education
* Ability to work flexible hours
* Excellent planning and organisational skills and the ability to manage multiple priorities
* A strong awareness and understanding of equal opportunities and the ability to translate these into effective action
 |
| **Experience:** | * Experience of working with people who lack confidence and self belief
* Competent administrative and IT skills;
* Experience of managing relationships with external organisations
 | * Experience of working within a target driven environment
 |

**Shortlisting**

Shortlisting of candidates for interview will be prepared on the basis of the information contained in the application form. It is therefore essential that all the applicants demonstrate through their application how and to what extent their experience and qualities are relevant to this post and the extent to which they satisfy each criterion specified.

The appointment is subject to proof of the attainment of any qualifications deemed essential to the post and used as a basis for shortlisting. Where educational or professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of same, issued by the appropriate authority. Only those certificates relevant to the short-listing criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative. Failure to provide evidence of the required qualifications prior to taking up the post will result in the offer of employment being withdrawn.

**If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom.** This documentation can be a P45, payslip, National Insurance Card or a birth certificate confirming birth in the United Kingdom or the Republic of Ireland. Failure to produce evidence will result in a non-appointment.

**Satisfactory Access NI checks may also be required if appointed.**