



Project Coordinator (Post Reference: PR121)

Hours:	35 per week
Salary:	SCP20 £30,296 to SCP22 £31,364
Contract:	Permanent
Location:	Central Leeds
Closing date:	3rd December 2023
Interview date:	15th December 2023

Vision

Our vision at Carers Leeds is that all unpaid carers in our city are recognised, valued and supported to live a fulfilling life.

Mission

Carers Leeds wants to improve the lives of unpaid carers across the city. We provide information, advice and support to unpaid adult and parent carers in Leeds. We aim to influence others to act and create positive change for unpaid carers.

About us

3 in 5 of us will provide unpaid care at some point in our lives. Carers Leeds believes all care counts.

What is an unpaid carer?

An unpaid carer is someone who provides help and support to a family member, friend or neighbour who couldn't manage without their help. This could be due to illness, disability, mental health problems or substance misuse.

What we do

Established in 1996, Carers Leeds is a charity that provides information, advice and support to unpaid adult and parent carers across our city. This includes our Advice Line, carers support groups, one to one support and support in hospitals. Some of our services are universal – open to all carers – and some are targeted at specific groups of carers. Our services are provided to communities throughout Leeds. We work in partnership with others to deliver our service and to influence them to act to benefit unpaid carers. This involves those working in health and social care and employers.

Key Duties and Responsibilities:

- To identify and scope a range of projects, in partnership with Team Leaders and our senior management team.
- To coordinate and manage projects, related to our services and priority areas of Carers Leeds strategy.
- To set up project management processes to ensure that projects are well coordinated, designed and delivered in line with agreed timescales and budgets
- To implement projects in an effective way ensuring smooth delivery
- To support Team Leaders and the Senior Management Team with bids for external funding and other external projects, where appropriate
- To work in partnership with Team Leaders, the wider Carers Leeds team and key external partners to manage projects effectively
- To represent Carers Leeds on external project teams where appropriate

Excellent terms and conditions including:

- 25 days annual leave plus bank holidays (pro rata for part-time)
- Flexitime
- Hybrid working (part home/part office based)

To Apply please visit <http://www.carersleeds.org.uk/vacancies>

Please submit online applications only. (No Agencies / CVs will not be accepted)

Carers Leeds celebrates diversity and strive to be an equal, diverse and inclusive organisation, we welcome applications from all sections of the community. Groups currently under-represented in our workforce are Black, Asian and Minority ethnic groups, people with disabilities, younger and older workers, men and transgender people.

Carers Leeds is a Limited Company Registered No. 3242065
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