

JOB SPECIFICATION

(Post Ref: PR121)

Job Title:	Project Coordinator
Line Manager:	Head of Operations
Salary Scale:	SCP20 £30,296 to SCP22 £31,364
Location:	Central Leeds/Hybrid
Hours:	35 per week

Purpose of the role

To scope, coordinate and implement a range of projects which relate to our services and priority areas of Carers Leeds strategy.

Main responsibilities and duties:

- 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

Core Values & Behaviours:

At Carers Leeds we are one team, working together to benefit carers. We have a shared set of values and behaviours which guide everything we do. **Values** are the things we believe are important at Carers Leeds. **Behaviours** are what we expect staff, trustees and volunteers to do, to enact our values. These values and behaviours apply to how staff, trustees and volunteers interact with each other and the way we work with carers and external partners.

These values and Behaviours are continually reinforced from induction through supervision and team meetings.

- **Integrity** – we are honest, fair and speak up
- **Accountability** – we do what we say we will and take responsibility for our actions
- **Inclusion** – we value differences and take action to reduce exclusion
- **Respect** - we value and listen to each other
- **Excellence** - we continually improve through listening, learning and innovation
- **Kindness** - we are friendly, caring, and considerate
- **Empowerment** - we support, trust, and promote empowerment to make a difference

Respect for service user Confidentiality

The jobholder should always respect service user confidentiality and not divulge information unless sanctioned by the requirements of the role.

Person Specification

Applicants for this role should use your application form to show that you meet all of the essential criteria outlined in the person specification for the position. If you fail to demonstrate this, or are unable to meet the criteria, it is unlikely you will be shortlisted for an interview for this post.

	Knowledge and Understanding	Essential/Desirable	How identified Application / Interview
1	Understanding of project management processes	E	A/I
2	At least two years experience of managing projects	E	A
3	An understanding of, or interest in, the issues affecting carers and their support needs.	E	A/I
	Demonstrable commitment to equality, diversity and inclusion	E	I
	Understanding of the voluntary and community sector	D	I
	Skills and Competency		
6	Ability to use project management processes	E	A
7	Experience of report writing and record keeping	E	A/I
8	Excellent verbal, listening and written communication skills	E	A/I

9	Strong level of IT skills and experience of using a database	E	A
10	Ability to work effectively with others and able to take their own initiative	E	A/I
	Behaviour and Personal Attributes		
11	Can demonstrate the behaviours which align to Carers Leeds values	E	A/I
12	Ability to demonstrate confidentiality	E	A
13	Accurate and methodical	E	A
	High levels of emotional intelligence	E	I
14	Seeks creative solutions to problems and issues	E	A/I