Connected Communities Project Coordinator

Job Description

Job title: Project Coordinator

Contract type: Fixed Term One Year Contract

Hours: 2.5 Days (18.75hrs) a week

Salary: £22-24,000 (pro rata) p.a

Reports to: Always Community CEO

Job Purpose	The Project Coordinator will engage in outreach to the diverse community groups, voluntary organisations and wider of Nottingham, introducing the Connected Communities project and setting up small Connected Communities events. The Project Coordinator will also attend events on occasion to ensure the smooth running of events and the meeting of its cohesive aims and objectives.
Main Duties and Responsibilities	• Outreach to the diverse community groups and voluntary organisations of Nottingham organising, setting up and establishing small Connected Communities events. • The establishment and maintenance of the Connected Communities database. • The collation of project impact information and evidence • To organise the production of project related promotional materiel (leaflets, social media and wider).

	• To develop and maintain a network of event participants. • To support and communicate the Cohesive Community Project through the referral of possible placement providers. • To act as the lead representative for the Connected Communities project. • To manage the small events budget. • To work as part of a cohesive team • To support the networking, development and publicity of the Cohesive Communities project at a grassroots level and wider. • To make presentations to small groups at small events and wider on the aims of the project. • To ensure the observance and implementation of required Covid health and safety measures at all events. • This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by the line manager.