PROJECT COORDINATOR TO THE HEAD OF SUSTAINABLE COMMUNITIES PROGRAMME

Job description, February 2020

Job title: Project Coordinator

Reporting to: The Head of Sustainable Communities Programme

Term: Commencing on 30 March 2020, 2 days a week for 10 months

Pay: £100 a day

Location: 24 Greencoat Place, London SW1P 1RD and elsewhere

Job description

Initiatives of Change (IoC)’s Sustainable Communities Programme is a value-based national and international programme, created to mobilise urban and rural communities to take positive action to tackle critical issues with particular focus on the following three key areas: Ethical Leadership, Sustainable Living and Trust Building, which are central to IoC’s Outreach. The Project Coordinator will support the implementation of IoC’s Sustainable Communities Programme by assisting in the development of innovative ideas to consolidate and expand our work in the UK.

You will work with individuals, teams and communities across the country who have been inspired to bring about social change through personal deep conviction. You will be given a first-hand opportunity to engage with youths, local politicians, police, and decision makers who are committed to respond to local and global issues.

Each working day will vary depending on your scheduled activities for that week with much flexibility.

Main responsibilities & duties

The Project Coordinator will:

- assist in developing and implementing an action plan for the Sustainable Communities Programme
- identify exciting influencers, enthuse them with your passion for communities, and build meaningful relationships
- build links with key community practitioners and agencies
- assist in planning, coordinating and attending meetings and events
- support general administrative duties
• identify potential income generating opportunities and participate in the applications of proposals for funding
• monitor and report on the implementation of projects and initiatives carried out within the Sustainable Communities programme
• assist in the development of IofC’s intergenerational dialogue training - ‘Peace Begins at Home’
• assist in measuring the impact of the projects initiated under the programme
• develop and maintain the Sustainable Communities mailing list
• provide relevant information to members of the Communications department for the website and newsletter
• produce communication materials including journalistic writing, visual materials such as brochures and fact sheets
• liaise and work in collaboration with Regional Coordinators and wider team when appropriate in the coordination of projects and other related activities
• carry out any other tasks related to the Sustainable Communities portfolio that may be required.

Key Qualities, Competencies and Experience

Candidates should demonstrate the following:

• a commitment to Initiatives of Change’s vision, principles, values and approach
• a deep passion and heart to address Britain’s social problems with an open mind
• work experience in community and event organising in multi-cultural environments
• experience in project development and management
• skills and knowledge in event management
• effective writing and speaking skills
• an understanding of funding initiatives for community action
• ability to work as part of a team or individually as necessary
• administrative skills and budgeting
• research skills, including literature reviews and data analysis
• creative marketing skills
• experience with IofC is a plus but not necessary
• willingness to work at weekends and evenings when required

How to apply

Please send a supporting statement and CV outlining your experience to careers@iofc.org with the subject line ‘Project Coordinator’ by 5pm on 13 March 2020. References will be needed for the successful candidate. Applicants must have the right to work in the UK.