Homeless Charter Project Coordinator

37 hours per week

Salary: £27,000

Secondments Considered

Leicester’s Homeless Charter is looking for someone who shares our passion for making a difference. The Charter is a partnership of over 100 organisations and aims to provide a vision, values and principles to solve homelessness in the city, and to support those affected by it. More information can be found on its website <https://www.leicesterhomelessnesscharter.co.uk/>

It aims to reduce duplication, improve communication between those working with homeless people, and to raise awareness of services and how the public can help. We have received National Lottery Funding to appoint a Project Coordinator to develop its objectives going forward.

The post will be employed by [Together Leicester](https://togetherleicester.org.uk/), but given current circumstances will have the option of work flexibly including working from home. Secondments for Partner Organisations would be welcome.

You will support the day-day co-ordination of Charter activity and manage a range of project work outsourced to partners. Facilitating the administration and secretariat of the Charter. The post holder will be able to win the respect of a wide range of partners through excellent interpersonal skills. The post holder will be well organized and flexible in achieving the Charter’s work plan.

You should bring with you:

* Ability to plan and organise resources
* Ability to communicate at all levels with excellent interpersonal skills
* A passion to put clients at the heart of your work to provide a service that responds to their interests and needs
* A team player but who can be creative and use own initiative
* Have an understanding of the communities and people of Leicester
* Motivation to achieve goals whatever the setback.

You will also to travel across Leicester for the role.

To apply please visit our website <https://togetherleicester.org.uk/> and download an application form. Full job description and person specification can also be downloaded from our website. For an informal conversation regarding the role please contact Alison Adams on **07528 465 966**

Completed applications should be returned to Alison Adams by 9am on the 13th December by email. [Alison.Adams@LeicesterCofE.org](mailto:Alison.Adams@LeicesterCofE.org).

Interviews will be held on **16th December.**