**Job Description**

**Job Title: Project Coordinator**

**Responsible to: Chair, Leicester’s Homelessness Charter**

**Hours:** 37 hours per week, some evening and week-end work may be required.

**Salary:** £27,000

**Length of Contact:** 3 years fixed term

**Job Purpose:** Oversee the development of the objectives, support the day-day co-ordination of Charter activity and 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.

Note this role will be an employee of Together Leicester.

1. **Develop and deliver an engagement and communication strategy**

* 1. Manage and develop content for the Charter website, service directory and social media
  2. Develop communication strategies to engage with different audiences of the Charter i.e. general public, homelessness professionals, businesses and people affected by homelessness

1.3 Support the development of Charter website in line with communication strategy to ensure it its effective in its purpose of engaging a wide range of people

1.4Support the co-ordination and publicity of the Give Leicester campaign.

1.5 Support the submission of funding bids to ensure resources are available to support new initiatives

1.6 Act as main point of contact at Leicester’s Homelessness Charter for enquiries from the general public, professionals and people with lived experience of homelessness

**2. Project Coordination**

2.1 Support the development of work to embed lived experience and coproduction in Leicester’s homelessness services and to increase the voice of lived experience.

2.2 Oversee special projects developed in line with Charter priorities, including preparing project briefs and assisting with new project start up.

2.3 Actively explore sustainability options for the Charter, working with stakeholders to collate evidence of reach and impact.

**3. Facilitating the administration and secretariat of the Charter.**

3.1Co-ordinate the Charter Management group to enable discussions and reviews of the Charter objectives.

3.2 Co-ordinate the production of an annual impact report which pulls together top level voluntary, statutory, commissioned and un-commissioned work with homeless people in Leicester into a collective document.

3.3 Convene and service monthly meetings with a formal Terms of Reference

3.4 Develop a robust membership scheme or alternative model to support an ongoing Charter infrastructure.

3.5 Convene network meetings for practitioners, managers and volunteers in the homelessness sector, to discuss City specific issues, provide information and training and develop operational relationships.

3.6 Co-ordinate an annual event to bring Charter parties together (those involved in the strategic group, network and other initiatives).

3.7 Review and update the service directory, linking services where appropriate to avoid duplication.

3.8 Produce and disseminate a monthly e-bulletin for Charter members.

3.9 Promote the Charter network meetings and mapping, proactively engaging with volunteer led and informal service provision in Leicester.

3.10 Create and regularly updating a Charter network membership list to improve communications, sharing information on specific issues and incidents, street counts, LA figures.

**4. General**

4.1 Participate in training and development activities

4.2 Reflect the Together Leicester policies and procedures including in particular equalities and safeguarding.

4.3 Undertake other duties commensurate with the post, in agreement with the line manager.

**Person Specification**

This person specification sets out the essential experience and abilities needed by the successful candidate for this post. Please bear these points in mind when completing your application form, as these requirements will be taken into account at both the shortlisting and interviewing stages.

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| **1.Qualifications** |  |
| Educated to degree level | Essential |
| **2. Knowledge** |  |
| An awareness of the causes of homelessness and the needs of homeless people; | Essential |
| Good knowledge of how voluntary, community and statutory organisations work | Essential |
| **3. Experience** |  |
| Running policy consultations and collating feedback | Essential |
| Managing projects and delivering to deadlines | Essential |
| Organising meetings, workshops, training and small events | Essential |
| Taking minutes of meetings and disseminating these to participants | Desirable |
| Working with volunteers | Essential |
| Submitting trust funding applications | Desirable |
| Working with a wide range of partners to confront differences to achieve consensus | Essential |
| Collating a range of information and presenting it in concise and easily understood format | Essential |
| **3. Abilities and Skills** |  |
| Prepare and present information effectively, both verbally and in writing, to a wide audience. | Essential |
| Manage time, work flexibly and prioritise a challenging and fluctuating workload effectively | Essential |
| Build confidence and develop positive relationships with a wide range of partners. | Essential |
| IT skills | Essential |