

## South Northants Volunteer Bureau

### Job Description

<b>Post:</b>	Project Coordinator
<b>Hours:</b>	25 hours per week
<b>Salary:</b>	£ 18,200 (for 25 hours pw).. plus matching pension contribution up to 5%
<b>Responsible to:</b>	Chief Executive (CEO)
<b>Location:</b>	Volunteer Centre, Towcester

---

**Job Purpose:** To lead our involvement with the Northamptonshire Energy Saving Service with its focus on alleviating fuel poverty in households across the county. Specifically the work will involve close partnership with Care & Repair (Northamptonshire), Corby & Kettering Citizens Advice and The Community Law Service.

---

#### **Specific Responsibilities:**

- 1 With our partners, contribute to the strategic planning of the project, including identifying the target geographical areas of outreach; publicity and marketing; establishing the clear focus on project outcomes, and helping define the style, purpose and content of the necessary partner referral forms, questionnaires/surveys and other documentation.
- 2 To liaise with and report to the partners (notably the lead partner Community Law Service) on a regular basis as required. This will be through a combination of briefing meetings and the submission of regular, formal progress reports.
- 3 To lead on the deployment of our unique outreach vehicle as a resource to access the target geographical areas; ensure its use as a safe, accessible and comfortable working environment for clients, partners and staff alike.
- 4 Drive the vehicle or supervise a colleague driver, maintaining the vehicle resource as necessary.
- 5 To build, in tandem with our partners, networking across communities and villages to maximise the effectiveness and reach of the project to support individual and households in need.
- 6 To manage the resources of the project on a day to day basis, ensuring budgetary controls and value for money on expenditure.
- 7 To ensure careful and secure management of the data on clients and the necessary monitoring and evaluating of clients to gauge the effectiveness of the project to successfully achieve its outcomes.
- 8 To recruit and support sessional workers, as appropriate.
- 9 Work with snvb colleagues to share an understanding of the project and, where appropriate, building on the synergy of joint snvb working , widen the beneficial gain to clients and households .
- 10 To co-operate with any external evaluation of the project.
- 11 To undertake any other relevant duties as deemed necessary by the CEO.

#### **Miscellaneous:**

As a member of snvb staff it is expected that the post holder will play as full a part as possible (within the constraints of the post) within the staff team.

The post holder will be expected to attend meetings and training events relevant to the post.

Working occasional evening hours and/or Saturday or Sunday may be necessary.

All snvb staff will comply with the company's policy in respect of diversity and equal opportunities and be aware of relevant health and safety requirements.

### **General**

To contribute relevant data/information via the CEO for the Annual Review document.

To develop and maintain effective and collaborative working relations at all levels, with other organisations in the voluntary, statutory and commercial sectors.

---

## **South Northants Volunteer Bureau**

### **Project Co-ordinator**

### **Person Specification**

We are keen to appoint the right person for the job and this means that we are as interested in your abilities and previous experience as formal qualifications.

In deciding who to appoint to this post we will be assessing candidates on the following skills and attributes:

#### **Essential Skills and Attributes**

Flexible approach and good time management.

An organised worker: performance at a high quality level and a good eye for detail.

Experience of working with the voluntary and community sector.

Ability and professionalism to sustain effective partnership working on strategic and operational levels.

Experience of resource management.

Ability to communicate effectively and confidently (both verbally and in writing) with people at all levels.

Ability to network.

Good IT skills using internet, email and Microsoft Office (primarily Word and Excel).

Self-motivated.

Ability to work individually and as part of a team.

Understanding of and commitment to diversity and equal opportunities.

Clean driving licence.

#### **Desirable skills and Attributes**

An understanding of the domestic energy market and website comparison search engines.

Project management and financial/budgetary experience.

A good geographical knowledge of Northamptonshire.

Well organised.

Experience of publicity and promotion (including confident public speaking).

Access to own transport.