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**JOB AD**

Stratherrick and Foyers Community Trust are at an exciting time of development with several legacy projects expected to be delivered by the community for the community.

The post of Project Co-ordinator will be part of a dynamic team to help ensure the success of the Community Action Plan and the aspirations of the community. We are seeking a new member of staff with highly developed project management skills who can support the Trust CEO, lead directors and community groups by ensuring contractors and funders are delivering on time, in budget and meeting the objectives set out by the Community Action Plan. Work on previous building projects would be an advantage.

Current projects include the development of the Wildside Centre, Riverside Field, Errogie Church, Foyers Bay, Broadband and Communications. See our website for more details [Home | Stratherrick & Foyers Community Trust (stratherrickcommunity.org.uk)](https://www.stratherrickcommunity.org.uk/)

The role is for three years with possible extension beyond that.

If this sounds like the role for you then please send a covering letter why you are the most suitable candidate for the role along with your CV

Applications close 12 noon 3rd May with interviews expected Thursday 13th May.

**Job Description**

Job Title: Project Co-ordinator

Line Manager: Trust CEO, Stratherrick & Foyers Community Trust Limited (SFCT)

Remuneration: £25,400-£33,500

Contracted hours: 37.5 hours

Place of Work: Wildside Centre, Whitebridge

Duration of Contract: 3 years (with possible extension)

Job Description

The Project Co-ordinator (PC) will manage and ensure delivery of a range of projects, including project management and helping to secure finance which will enhance the quality of lives of those living within the community. This will be achieved by engaging with and supporting community groups who may themselves be leading on a project as well as ensuring delivery of SFCT led initiatives. This post currently carries no supervisory or managerial responsibility but will engage with a number of stakeholders

Job Duties and Accountabilities

* To manage and ensure delivery of a range of projects on behalf of the Trust;
* To further develop and ensure delivery of the community action plan;
* To provide support for all Directors in their responsibilities;
* To provide support and work closely with any Contractors/Administrator;
* To liaise closely with the Trust CEO to clarify required outcomes, work plans and timings;
* To ensure all actions uphold the Objectives within the Trust’s Articles of Association;
* To keep the Chair, Trust CEO and Board members informed and updated through regular reporting and attendance at Board meetings, if required;
* Research suitable opportunities for match funding and complete appropriate grant or other lending application processes;
* To secure a range of funding requirements for the various projects as required;
* Represent SFCT at meetings and events, setting up and managing meetings as required;
* Build relationships with other community development trusts, local stakeholders and the community of Stratherrick and Foyers;
* Make presentations on proposed and planned projects;
* Undertake other duties requested by the Chair and/or Trust CEO that further the objectives of SFCT; and
* Any other duty commensurate with the post.

Required skills and competencies

We are ideally looking for a candidate who has experience in all the areas listed below. However, candidates will be considered if they are able to demonstrate experience across a significant number of the following areas:

* Ability to plan, prioritise and organise work activities specifically in relation to project management and tight funding deadlines;
* Knowledge and experience of working with the public, private and voluntary sectors;
* Proven project management skills;
* Knowledge and experience of making funding applications to third party funding organisations; and
* Winning third party funding for projects.
* Logical and diligent with attention to detail;
* Excellent presentation and communication skills;
* Ability to develop and maintain relationships with community groups and the Board;
* Ability to work collaboratively and build trust within the local community;
* Confident user of MS Office software packages;
* An ability to build a strong awareness and understanding of the key issues relating to the community of Stratherrick and Foyers;
* Understand of community development trusts or similar types of organisations;
* Knowledge and understanding of committees;
* Good knowledge and understanding of budgets and finance;

Qualifications Required

No specific qualification is required however experience in a similar role is essential with good written and numeric skills. You must also be an experienced user of MS Project or similar. A BA in Project Management would be useful.  It will also be helpful if you are Prince2, or similar, qualified and are familiar with Agile project management.

Working Environment

Based at Wildside Centre, Whitebridge, the postholder will be required to vary their working hours according to the requirements of the job which includes out of normal hours working. The postholder must hold a current UK driving licence and be mobile throughout the SFCT area.