

Job Description

Job title:	Project Coordinator (Durham)
Salary range:	£27,050 - £34,183 per annum
Reporting to:	Project Manager (North)
Location:	Durham
Management responsibility:	No
Budget responsibility:	No
Hours:	35 hours per week
Contract:	Fixed term contract until 31 October 2022

MAIN PURPOSE OF JOB:

The post holder will coordinate the delivery of project work with schools and workplaces across Durham and act as a key contact for delivery partner(s) liaising with schools and workplaces and/or any other stakeholders as appropriate.

They will be responsible for recruiting primary and secondary schools and workplaces in Durham, organising the distribution of resources and supporting project audiences in the implementation of each intervention.

Some occasional project delivery work and travel outside of Durham may be required.

This will be a varied role and an ability to embrace a diversity of tasks is essential.

MAIN DUTIES AND RESPONSIBILITIES:

- Work with line manager to ensure a professional client relationship with the local partners based on agreed governance and reporting mechanisms to ensure a smooth working relationship.
- Work with delivery partner(s) to identify target areas and ensure the smooth roll out of assigned project(s) within assigned location
- Recruit target project audiences to participate in Walking Works, WOW – the walk to school challenge, and Next Steps
- Coordinate ordering and delivery of any project resources, and provide relevant support for implementation
- Create a robust timeframe for activities with clear responsibilities of Living Streets, project partners and the project audiences

- Coordinate implementation of agreed project(s), ensuring project targets and outputs are achieved on time
- Support project audiences and local authorities to identify and tackle barriers to walking.
- Agree and deliver interventions with project audiences and partners - methods will vary but are expected to include Digital pledge events, Walk Champion training, surveys, informal meetings and feedback, launch assemblies, online tools and other interventions as appropriate.
- Run and promote local activities during key calendar times, such as Walk to School Week, National Walking Month and International Walk to School Month.
- Attend partner meetings with the partner authority and other project delivery partners as required.
- Monitor and contribute to internal and external evaluation of projects, including gathering baseline data.
- Contribute to reports for funders and partners and keep project management records up to date.
- Utilise the brand platform for development of project materials.

OTHER DUTIES:

- Be an ambassador for Living Streets to external audiences as required, promoting the Living Streets brand and messages, including at public events, in interaction with stakeholders.
- Be an active contributor to your department, to team meetings and away days
- Support fellow staff and provide internal mentoring and training as appropriate
- Adhere to Living Streets policies and procedures, maintaining good liaison across the organisation.
- Ensure the effective delivery of our Strategic Plan and Objectives
- Ensure our equal opportunities policy is understood and implemented at all levels.
- Deputise for Project Manager in their absence.
- Reasonable occasional out of office hours work may be required as may be some travel within the UK.
- Undertake other duties from time to time, as requested by the line manager or Head of Projects and Technical Services.

SAFEGUARDING:

Living Streets is committed to safeguarding and promoting the welfare of children, young people and adults at risk; and expects all our staff and volunteers to share this commitment. Applicants will be subject to background and criminal records checks as relevant to the job role.

NB: Enhanced DBS clearance will be required for this post.

Person Specification

Applicants must be able to demonstrate:

Essential Criteria	From application (✓)	At interview (✓)
Experience		
Experience of working on projects that deliver health/environmental/transport outcomes	✓	✓
Experience and confidence in engaging people from different ages and backgrounds to deliver project outcomes	✓	✓
Experience of data management and monitoring, evaluation and report writing	✓	✓
Experience of managing activities with multiple deadlines and stakeholders	✓	✓
Knowledge and skills		
Ability to work remotely from head office and other team members and be administratively self-supporting	✓	✓
Good communication skills, including an ability to engage with and influence diverse audiences, and acting as a spokesperson for a project	✓	✓
Good IT skills, including Microsoft Word, Excel and Outlook	✓	✓
Good time management skills	✓	✓
Personal		
Ability to work flexibly, including occasional travel or evening and weekend working	✓	✓
Commitment to equal opportunities and the ability to implement the Living Streets' Equality, Diversity and Inclusion policy	✓	✓
Understanding of, and commitment to, the agenda of Living Streets	✓	✓
Positive, 'can do' approach to tasks	✓	✓

It would be preferable for applicants to also demonstrate:

Desirable Criteria	From application (✓)	At interview (✓)
Experience		
Experience of events management	✓	✓
Knowledge and skills		
Ability to critically assess the public realm from an end-users' perspective, and show an understanding of the issues that can affect the walking environment	✓	✓
Good understanding of the not-for-profit sector	✓	✓
Knowledge of the use of blogs and social media channels	✓	✓