

## Job Description

Position	Project Coordinator
Location	Higher Rhythm Ltd based at 53-57 Nether Hall Road, Doncaster, DN1 2PG
Hours and days of work	Between 9.30 pm – 5.30pm (Working hours to be agreed) 2 days per week
Reporting to	Media services and Quality Manager
Purpose of the position	This person will provide project coordination for the Doncaster's Sound Memories project, and act as lead team member for the volunteers working on the project.
Working Relationships	<p><b>Internal:</b> Media services and Quality Manager Project Support Staff (admin) Studio Manager CEO</p> <p><b>External:</b> Other agencies and departments as appropriate External Service Providers</p>
Salaries and Benefits	<b>£23541 (PRO RATA)</b>

### Key Accountabilities:

Key Areas	Accountabilities
<b>Administrative Duties</b>	<ul style="list-style-type: none"> <li>• Timetabling activities and resources for volunteers and project participants</li> <li>• Communication with employees, volunteers and outside bodies</li> <li>• Keeping records, filing systems and logging information</li> <li>• Operating computers and maintaining files</li> <li>• Undertaking other relevant tasks as may be reasonably required</li> </ul>
<b>Training Support</b>	Providing training around media technology, and coordinating external training provision, for volunteers
<b>Systems and Procedures</b>	<p>It is expected that the post holder should be competent using media technology and computer applications as well as office / email applications, and be competent using social media and website admin systems. The post holder must have experience working within community sector and / or community sector provision, and have some experience working on projects financed by public funders, with an understanding of the heritage sector.</p> <p>Excellent organisational and communication skills are essential, as is the ability to work to deadlines when necessary.</p> <p>Applicants must be able to display the ability to work alone, on their own initiative, and also as an effective member of a team within the organisation.</p>

## Problem Identification and Solution

Evaluating situations and identifying existing problems or opportunities. Using the information obtained, understanding the pros and cons of each alternative and choosing the most appropriate alternative.

## Initiative

Asserting one's influence over events to achieve goals; self-starting rather than accepting passively; taking action to achieve goals beyond what is required; being proactive.

## Other Essential Requirements

- Willing to travel to fulfill job requirements.
- Flexible in times and days of work.
- Welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected
- Recognises and understands circumstances and issues facing various clients in the communities Higher Rhythm / Sine FM works with.
- Sympathetic to the aims and objectives of Higher Rhythm and Sine FM.

## Person Specification

	<b>Job Requirements</b>
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Understanding the complexity and importance of routinely recording participants personal details and attendance records.</li><li>• Understanding the qualifications network and the requirements for successful registration and participants completion.</li><li>• Knowledge of IT /, networks and media systems/ platforms.</li><li>• Knowledge of other service providers and their remits to support people with complex needs.</li><li>• Understanding local structures and the importance of partnership work.</li><li>• A general understanding of the factors behind the social and personal challenges that local people face in the context of our work</li></ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Able to communicate well within a small team</li><li>• Able to communicate effectively with people.</li><li>• Able to self-manage time and prioritise workload</li><li>• Able to record information using computer software to a high standard</li><li>• Ability to be flexible, adaptable and work well in a team.</li><li>• Be reliable and punctual.</li><li>• Able to manage and support groups of people facing barriers to inclusion.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Minimum two years' experience of volunteer or paid work in a relevant position.</li><li>• Experience of supporting participants through training opportunities</li><li>• Minimum one years' experience of volunteer or paid work that involves interaction with people facing barriers to inclusion.</li><li>• Development of mixed media content.</li></ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"><li>• A Criminal Record Disclosure will be required prior to appointment.</li><li>• There may be occasional travel required as directed by your line manager</li></ul>

**Applications (CV and covering letter) by email to:**

**[paullittlewood@higherrhythm.co.uk](mailto:paullittlewood@higherrhythm.co.uk)**

**Deadline: Application deadline 5pm 10th December 2021**