**Job Title: Project Coordinator**

**Contract Length:** 12 Months Fixed Term (six-month probationary period)

**Hours:** 22.5 hours per week

**Line Manager:** Chair of Trustees – Salford Mental Health Forum

**Location(s):** Salford

**Salary:**  £25,000 per Annum Pro Rata (£15,000 Actual)

## Summary of Main Duties and Responsibilities

## To be responsible for overseeing the coordination of Salford Mental Health Forum’s Leaders with Lived Experience project, supporting/coordinating future projects, and the general running of Salford Mental Health Forum.

Our Lottery funded “Leaders with Lived Experience” project will develop a network of volunteer mental health changemakers in Salford to lead change across our communities. This could be forming a support group to help people with a similar condition, training professionals in the public sector to reduce stigma and create an understanding of their condition, providing one to one peer support to people struggling with their mental health, running creative and holistic activities in their community, or leading on systemwide public sector service design.

### **Duties Relating to the Post**

* Day to day management and running of all aspects of new and existing projects.
* To coordinate Salford Mental Health Forum Activities
* Responsibility for the planning, organisation and implementation of projects which require the formulation or adjustment of plans
* To recruit, train and develop volunteer lived experience leaders
* Promote the project both internally and externally and build relevant and appropriate relationships to ensure the project’s success
* Responsible for co-producing policies with support from the trustees
* Monitor project budgets with support from the trustees
* Responsible for developing and co-producing volunteer training and development programmes
* Responsible for attending Partnership Meetings
* Responsible for providing and receiving sensitive information
* Responsible for providing advice, instruction or training to groups
* To make judgements based on facts or situations, some of which require analysis
* To work in partnership with a wide range of partners, key stakeholders and communities. Including developing networks and referral pathways internally and externally to secure referrals into projects
* To take responsibility to ensure all projects are monitored and evaluated effectively.
* To be responsible for achieving all outcomes and outputs related to key projects
* Carry out any other reasonable tasks as requested by relevant supervisor

**General Duties**

* To participate in organisation meetings and act in accordance with agreed office practices and to share administrative support and administration of all agreed office systems.
* To carry out all tasks in line with Salford Mental Health Forum policies and to uphold these at all times.
* To respect and maintain confidentiality at all times.
* To carry out other work, appropriate to the level and nature of the post, as agreed by the organisation, in response to changing needs and circumstances.

**Personal Specification**

* Good people skills, ability to put people first and ensure accessibility to the project
* Articulate and friendly and able to convey a variety of solutions and concepts accurately and concisely
* Strong communication skills, able to liaise & cooperate with colleagues, clients and customers and produce quality written reports
* Motivated, organized and have excellent time management skills
* Able to keep concise and complete records
* Able to use a bespoke database as well as Outlook, Word, Excel and other Microsoft packages to a high standard
* Able to prioritise key tasks effectively whilst maintaining client care
* Able to act on own initiative, and complete actions
* Able & willing to learn and adapt and to develop in the role and engage positively with new ways of working, and to seek out appropriate training for your own professional development
* Ability to manage day-to-day operations and develop and implement effective and efficient systems
* Ability to work within legislative and quality frameworks
* Understanding of health and safety, including risk assessing and lone working precautions
* Understanding of and commitment to equal opportunities and diversity, confidentiality & data protection
* Ability to contribute to organisational & strategic development, working cooperatively and supportively with colleagues to achieve shared outcomes

**Qualifications & Experience**

* Experience with Volunteers – essential
* Experience working with partner organisations - desirable
* Experience in a similar role – desirable

**Other Requirements**

* Undertake an Enhanced Disclosure and Barring Service criminal record check – essential
* Two detailed professional references will be required and disclosure of any potential conflicts of interest – essential