**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **POSITION:** | Hub Project Coordinator  |
| **DEPARTMENT:** | FaithAction |
| **LOCATION:** | LifeLine Projects Sites, with some national travel required |
| **WORK CAPACITY:** | 37.5 Hours per week9.00 am – 5.30 pmMonday - FridaySome evening and weekend work may be necessary |
| **MAIN JOB SUMMARY:** |
| The Hub Project Coordinators will take the lead on our Creative English Programme representing FaithAction to stakeholders, partners, funders and local leaders. You will need to build relationships and be the point of connection for Creative English partnership hubs, monitoring delivery and ensuring that the contract is met.  |
| **MAIN DUTIES AND RESPONSIBILITIES:** |
| 1. To be an ambassador for FaithAction and the group of LifeLine charities, grasping and communicating our values and aims as well as articulating the benefits of different services and products.
2. Lead the delivery teams (administrator and trainers) to collect data, evidence and reports from the hubs and input the data into the monitoring system to ensure adequate monitoring and reporting of FaithAction programmes.
3. Build strong relationships with the delivery locations and Creative English hubs, develop and manage continued partnerships by being the regular point of connection.
4. Work closely with the Creative English teaching staff to ensure that Creative English Hubs are able to deliver the course effectively, in line with the ethos, and report back on the progress of the learners.
5. Generate a culture of precision reporting for external and internal audiences, filtering information and presenting the salient points for senior managers.
6. Frequently visit Creative English Hubs to assess the quality of their provision and their progress including: dip-testing paperwork, reviewing learning feedback and speaking to learners – extracting qualitative quotes, impact stories and case studies for use in business development and communication activities with funders, interested audiences and learners, aiding in our evidence collection programmes – ensuring high quality, effective provision is promoted.
7. Produce reports on the work of hubs and other areas that they are involved in to help shape FaithAction’s broader work.
8. Manage and track partnership payments and other expenditure – ensuring that processes are followed and that these are requested in a timely fashion, with a pleasant manner and an eye for detail.
9. Identify and recruit good practice organisations to the Network
10. Identify any problems with programme delivery in line with the contract and escalate to the Operations Manager and National Director as appropriate
11. Develop SMART sustainability ideas for Creative English, including selling our products (e.g. Creative English licenses)
12. Take every opportunity to raise the profile of the FaithAction Network, LifeLine Projects and the Creative English programme. Have an eye for opportunities to input and influence policy, both nationally and locally.
13. Observe and implement the organisation’s practice guidelines, systems and procedures, including equal opportunities and health and safety.

**Please note**The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the line manager, within the grading level of the post and the competency of the post holder.The details contained in this job description reflect the requirements of the role at the date it was prepared.  Over time roles may change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed.  Consequently, the organisation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time. |

|  |
| --- |
| **QUALIFICATIONS AND COMPETENCY REQUIREMENT:** |
| **QUALIFICATIONS:** | **COMPETENCIES:** |
| **Essential** * Qualified to a Graduate level
* Demonstrate sound writing and numeracy skills
 | * Previous experience in administration and contract management
* Experience in account management
* Ability to work at a fast-pace whist still giving attention to detail
* Good organisational ability with ability to prioritise multiple tasks with different deadlines
* Aptitude to deliver training – particularly for Creative English hubs
* First class communication skills both verbal and written - the ability to write accurately and concisely in tight times frames.
* Ability to recall key information stats and sales in swift verbal summary as well as more formal reports
* Good understanding of the vision and values of the organisation
* The ability to remain calm in challenging circumstances
* The ability to work in a team
* The ability to anticipate potential difficulties and help resolve them
* Effective problem solving
* Ability to relate to people of all backgrounds, ages and abilities
* Ability to write case studies for different audiences
* Ability to work in a self-directed fashion, organising own workload and taking initiative
* Positive attitude towards and knowledge of working with the Voluntary Sector, particularly faith-based organisations and their work
* Good working knowledge of Microsoft Office, Outlook, Excel and Word packages
* Knowledge of social media
* An understand and ability to promote the values and aims of the organisation
 |
| Experience, skills and abilities will be assessed from your application form, during interview, and on-going assessment of your performance. |
| **REMUNERATION AND BENEFITS PACKAGE** |
| **BASIC SALARY:** | **YEARLY:**£26,000 - £33,000  | **MONTHLY:**£2,166.66 - £2,750 | **WEEKLY:**£500 - £634.61 | **DAILY:**£100 - £126.92 | **HOURLY:**£13.33 - £16.92 |
| **HOLIDAY ENTITLEMENT:** | 26 days plus bank holidays |
| **PENSION:** | From April 2018 – 3% employees and 2% employersFrom April 2019 – 5% employees and 3% employers |
| **BONUS SCHEME:** | None  |