



Developing Healthy Communities (DHC) Ltd

Project Co-ordinator

JOB DESCRIPTION

Post:	Project Co-ordinator
Reporting to:	Clear Project Deputy Manager
Salary:	£26,245 to £28,408
Hours:	36 hours per week
Contract:	2 years fixed term (subject to funding)
Location:	Ebrington, Derry-Londonderry - Hybrid work pattern, (occasional travel in NI)
Job Purpose:	The successful candidate will join Developing Healthy Communities, with a primary focus on supporting the coordination of the Clear Project.

The Clear Project is a capacity-building initiative designed to strengthen community and voluntary sector organisations working in the areas of suicide prevention, mental health and wellbeing promotion, and drugs and alcohol harm reduction.

Key Roles

- Support the digital development, coordination, and enhancement of the Clear Project with a focus on online /digital platforms, ensuring it effectively meets the needs of our funders, the NI Public Health Agency and community and voluntary sector organisations.
- Assist in the planning and delivery of capacity-building activities, such as supporting administration of small grants, delivery of training programmes, workshops, and networking events.

Duties

- Support the digital coordination, development and implementation of an online small grant's portal and support function for an online training portal.
- Work within the Clear Team to co-ordinate, support and deliver the digital administration of the NI PHA short term funding scheme within allocated Trust area(s).
- Ensure grants are effectively assessed, processed, and monitored.
- Check grant submissions and carry out indicative scoring of applications in advance of assessment panel meetings.
- Work in partnership with the PHA throughout the process, including co-ordination of and participation in assessment panels and collation/submission of all evaluation and monitoring information from grantees.
- Work with Clear Project staff to ensure Letters of Offer, budget agreements and funding claims are prepared and administered in accordance with agreed timescales.
- Complete paperwork, seek authorisation and make payment of invoices in relation to project expenditure and grant funds in accordance with organisational procedures, following verification that costs are eligible and that contract conditions have been discharged.
- Prepare monitoring and evaluation reports and case studies which provide detailed analysis and recommendations.
- Liaise throughout the process with C&V organisations applying for or in receipt of the grants, providing advice and supporting the effective delivery of agreed outcomes.
- Evaluate and manage risk throughout the process, liaising and negotiating with both internal and external stakeholders.

- Provide support and assistance to the short-term funding process across all Northern Ireland Health and Social Care Trusts.

Training, Networking and Communication

- Liaise and improve links with relevant statutory, community and voluntary agencies, representing the Clear Project and maintain effective working relationships and partnerships.
- Support the co-ordination, commissioning and delivery of mental health and wellbeing/suicide prevention training programmes and networking events.
- Ensure that programmes are targeted, organised and implemented to the highest standard.
- Plan and co-ordinate events and programmes including delivery of presentations, analysis of questionnaires and preparation of evaluation reports.
- Work with the Project Manager and Deputy Manager to complete quarterly PHA Progress Monitoring reports for each project.
- Produce and distribute publicity materials including website and social media updates, in line with funding and organisations protocols.
- Provide guidance to Project Assistants and Administrators within DHC on processes, protocols and computer systems, offering coaching support as necessary.
- Be responsive and adaptable to the changing requirements of the Clear Project and have a positive and solution focused approach to responding to the day to day challenges of the role.
- Work as part of the wider Developing Healthy Communities team to undertake duties as and when required in line with the corporate needs of the organisation.

PERSONNEL SPECIFICATION

The personnel specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. When completing the application form, please address each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

FACTORS	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND/OR EXPERIENCE	<p>Recognised Degree or equivalent qualification (NQF level 6) and one years' experience within a relevant health improvement or community development environment.</p> <p>OR</p> <p>At least two years' experience within a health improvement or community development environment.</p> <p>AND</p> <p>At least two years' experience assisting with assessing, processing and monitoring of grants.</p> <p>At least two years' experience of using of Microsoft Office applications.</p> <p>Competent in navigating and working with online/digital platforms/portals/databases/systems.</p>	<p>Experience in the coordination and implementation of social or health programmes</p> <p>Experience of working on an intersectoral basis and/or servicing partnerships</p> <p>Experience of project monitoring and evaluation including outcomes tools</p>
KNOWLEDGE OF	<p>Funding claim procedures and financial budgeting for programme services and activities</p> <p>Coordinating & commissioning training programmes and activities</p>	<p>Community and voluntary sector services in the fields of suicide, mental health, drugs & alcohol.</p> <p>Supporting networking activity</p> <p>Mental Health and emotional wellbeing and suicide prevention strategies and policies</p> <p>Cross sector project work</p>

		<p>Community development and health concepts, process and practice</p> <p>Working with multi agency sector organisations</p>
SPECIAL APTITUDES	<p>Excellent communication skills verbal and written including report writing.</p> <p>Excellent organisation and time management skills alongside the ability to work under pressure or to short deadlines and demonstrate flexibility.</p> <p>A self-motivating approach to work, excellent interpersonal skills and the ability to work effectively as part of a team.</p> <p>Ability to keep accurate records and accounts using both manual and computerised systems.</p> <p>A car driver with access to a car or the ability to demonstrate equivalent level of mobility</p>	

Additional information for Candidates

The Personnel Specification will be the basis for the short listing and applicants must demonstrate that they meet criteria. In the event of a high level of application the employer reserves the right to strengthen the criteria for short listing.