

**FORWARD SCOTLAND  
JOB DESCRIPTION**

**Post Title:** Project Coordinator

**Team:** Delivery Team

**Reports To:** Chief Executive

**Period of Post:** Fixed term

**Hours:** Part time, 22½ hours per week

**1. JOB PURPOSE**

The postholder is responsible for the delivery of the Sus it Out Plus™ programme in line with Corporate Plan objectives.

**2. KEY TASKS**

The postholder will ensure the quality and consistency of delivery throughout the programme. They will have overall accountability for maintenance and development, and must also manage resources for the programme, maintain overall budget and financial records and prepare management reports. The key tasks are:

- Promoting the scheme throughout Scotland, developing publicity and demonstrating outcomes
- Assessing applications against pre-determined criteria and for compatibility with desired outcomes
- Reviewing and agreeing recommendations on applications
- Developing a network of Sus it Out™ facilitators across Scotland, including maintaining effective communications with the network
- Reviewing all Sustainable Communities Action Plans prepared by facilitators
- Ensuring Sustainable Communities Learning accounts are effectively and appropriately utilised
- Ensuring adequate monitoring and evaluation, including financial records, maintaining a project management database system and reporting on progress.

**3. POST ACTIVITIES**

The postholder will be responsible for the following activities:

Scheme Promotion

- Attend events, issue press releases and network with relevant organisations to ensure high level of promotion for both Forward Scotland and the Big Lottery Fund
- Ensure that Forward Scotland and the Big Lottery Fund are appropriately credited in projects
- Publish evaluation reports and case studies for public consumption

Development Support

- Offer advice and support to potential interested applicants

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- Ensure that applicants are aware of the timetable of programme delivery
- Offer advice to communities to help them identify long term management and increase sustainability of project proposals

### Monitoring and Evaluation

- Ensure that applicants are aware of relevant monitoring requirements
- Ensure the timely and systematic completion and return of monitoring reports
- Review findings and propose any corrective actions required
- Co-ordinate the preparation of programme evaluation reports
- Ensure project information is recorded on databases provided, and develop and maintain any additional systems required for monitoring sustainable development objectives.

### Programme Management and Reporting function

- Manage the scheme's finances within overall budget, checking and authorising payment of invoices
- Agree staff and other resources allocation for all aspects of the programme with the Chief Executive
- Preparing drawdown statements for projected expenditure
- Prepare Community Learning Accounts, and process, verify and recommend authorisation of payments
- Maintain close liaison with Forward Scotland Finance Manager on commitments and financial spend
- Prepare management reports and attend management meetings with Big Lottery Fund

## **4. SUPERVISORY RESPONSIBILITY**

The postholder has no direct supervisory responsibility for staff but is required to ensure effective allocation and implementation of the staff resource in order to meet targets as set out in the Corporate Plan and agreed with the Chief Executive.

## **5. DECISIONS MADE**

The postholder must fully understand the aims and objectives of the programme. This is within the framework of a set criteria agreed between the Big Lottery Fund and Forward Scotland. The postholder organises own workload with agreed programme priorities relating to the Corporate Plan objectives, in line with the targets of the programme.

## **6. SUPERVISION / MANAGEMENT RECEIVED**

The postholder will meet regularly with the Chief Executive and will participate in regular team meetings.

### **7. WORK COMPLEXITY**

The postholder requires an understanding of a range of issues relating to sustainable development, and in particular local environment projects. Sound judgement has to be exercised in working with communities to maximise capacity building and develop project opportunities, and this is combined with a need for a working knowledge of the decision making process and ethics of the public, private and voluntary sectors. The postholder is expected to take responsibility for the efficiency of the unit which will entail dealing with time pressured and multiple priorities. Flexible approaches in assisting in project development will be necessary.

### **8. KEY CONTACTS**

The postholder will have regular contact with key representatives of external organisations, in person, in writing and by telephone. The postholder should be able to communicate effectively at a range of levels.

### **9. CREATIVE WORK**

The postholder should be able to represent Forward Scotland and the programme externally to a wide range of audiences confidently and fully. The postholder should be able to inspire a wide range of audiences about sustainable development and increase confidence in others that the organisation can deliver. The postholder needs to be highly creative within the designated work programme, always seeking to improve both project and sustainable development outcomes.

### **10. EDUCATION / QUALIFICATIONS**

The postholder must be qualified to degree level in a relevant discipline and should have some experience of financial management. A working knowledge of spreadsheets is essential. An interest in and knowledge of key issues in environmental politics and sustainable communities is desirable.

### **11. EXPERIENCE LEVEL**

The postholder will require a minimum of 2 year's project management experience and experience of database administration as well as experience of working with communities. Experience of working with public sector agencies is desirable.

### **12. ADDITIONAL INFORMATION**

The qualities of the postholder will include the following:

- Experience of successful partnership working
- Understanding of public, private and voluntary sectors
- Financial and people management skills
- Excellent inter-personal skills
- Project management skills
- Knowledge of funding available
- Ability to demonstrate leadership in communities
- Ability to work on own initiative and clearly prioritise workload
- Self motivation and ability to motivate others

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- Advocacy skills
- Confidentiality
- An interest in social and environmental issues (preferably)

**13. SALARY SCALE**

The current full time salary scale is as follows:

Band 4

Point 1	£25,743
Point 2	£27,030
Point 3	£28,317
Point 4	£29,603
Point 5	£30,891
Point 6	£32,178

Placement within this scale will be determined by skills and experience, and will be on a pro rata basis reflecting the 60% hours worked for this post. Progress through the scale is dependent upon carrying out the duties of the post satisfactorily and meeting the Key Performance Indicators agreed.

Forward Scotland operates a non-contributory pension scheme (10% of salary).

**14. FURTHER INFORMATION**

Annual leave entitlement: 25 days, pro rata.

Public holidays: 13 days per annum; 9 fixed and 4 floating, all pro rata.

This post will require travel around Scotland to deliver the Sus it Out Plus™ programme successfully. Working outside of normal office hours, including at weekends, will also be necessary.