

Job Title:	Forres Online Project Coordinator
Employer:	Forres Area Community Trust
Pay Scale:	£10,416 pa
Hours of Work:	15 hours per week to be worked flexibly
Responsible to:	Development Manager
Contract length:	12 months with extension subject to further funding

Project Aim:

FACT aims to become a recognised provider of community led digital support services to people in Forres, to improve their communication, assist with their access to contemporary information, facilitate their private and government transactions, assist them with problem-solving and encouraging their creativity. FACT will recruit, train and support the under-employed and young volunteers to provide responsive digital help services to others.

Purposes of the job

- To contribute to the effective day to day operation of Forres Area Community Trust and the Forres Online project
- To maintain high standards of practice in supporting members, the public and volunteers within the Forres Area Community Trust model
- To ensure equality of opportunity, fairness and diversity in all aspects of FACT's work.
- Implement good safeguarding practice in all areas of work.

Main Responsibilities and Key Tasks

- Create and manage work plan for project
- Create and manage work plan for tutor role and workshop development
- Oversee project marketing
- Build relationships with key contacts – speakers, partners, support organisations
- Manage and develop programme dates and diary of activities
- Oversee project budget
- Oversee staff and volunteer training
- Convene, support and minute the working group
- Evaluation and reporting of project milestones for funders and board
- Support Volunteer recruitment
- Identifying and applying for future funding
- Creation and maintenance of business continuity plans and policies
- Providing one-to-one/group digital support to members of the public
- Attending outreach and evening programme sessions
- Support the development and submission of funding applications for further work

Supporting the work of the project:

- Undertaking work as delegated by the Development Manager to support the strategic management, development and future funding of FACT.
- Supporting the implementation and review of FACT's policies and procedures.
- Complying with FACT's administration, monitoring and financial systems.
- Promoting the work of FACT as required by the Development Manager.

Person Specification

Essential

- Experience with project development and project planning
- Excellent IT skills, including website and social media management
- Experience of supervising volunteers and staff
- Experience of project evaluation and report writing
- Cooperative attitude
- Experience of delivering online support sessions
- Partnership working experience
- Experience of financial management

Desirable

- Familiarity with 3rd sector organisations
- Knowledge of local community and organisations in the area

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing project needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.