

Hwb Pentredwr  
Securing Prosperity. Strengthening Community.

**Project Coordinator, Job Description**

**Context**

Pentredwr Community Association community centre provides a full calendar of social events:

Weekly activities include: coracle making, yoga and maker days. Gwlangollen is a registered CIC based in the Heritage Lock Up Centre, Llangollen town centre.

Pentredwr Community Association and Gwlangollen CIC have received funding from the National Lottery Community Fund for a new 'Rural Futures' project called, "Hwb Pentredwr".

A new opening for a project coordinator will be created through the project.

The project coordinator will be responsible for the day to day running of the programme, project development, funding applications and engagement activities. The project coordinator will be managed by Gwlangollen and Pentredwr Community Association.

The project will be delivered jointly by Pentredwr Community Centre and Gwlangollen to create a 'Hwb Pentredwr' as a rural skills centre in order to:

1. Secure a more prosperous future for local people
2. Strengthen the community by reducing the impact of rural and digital isolation

The project will work towards securing community prosperity by:

1. Developing Rural skills and enterprise
2. Addressing Rural isolation
3. Supporting Digital inclusion and access to services
4. Strengthening Community

To apply please send a copy of your current CV and a covering letter to Gill Britten [gwlangollen@gmail.com](mailto:gwlangollen@gmail.com)

Closing date for applications: 12th of April 2021

Interviews will be held on the 27th of April 2021

## **JOB DESCRIPTION: Project Coordinator 2 year Freelance Contract**

Salary : £11,000 15 Hrs per week

Location: Project based in Pentredwr, Llangollen LL20 8DG

Responsible to: Hwb Pentredwr Steering Group

### **1. OVERALL PURPOSE OF THE POST**

- To oversee and coordinate the Hwb Pentredwr Developing and Managing a programme of rural skills events. To engage with the local community, the farming community, artisans, craft makers Also recruiting participants and volunteers, to deliver the aims and objectives and outcomes of the project.

### **2. PRINCIPLE RESPONSIBILITIES**

- Responsible for the day to day running of the project
  - Provide and coordinate comprehensive administrative activities and operations to support the professional delivery of the National Lottery Community fund project.
  - Ensuring that the terms and conditions of the grant are met
  - Ensure the work programme for the project is carried out to a high standard
    - Ensure compliance with Health and Safety Regulations
    - Ensure the safe and secure keeping of health and safety records, including emergency contact details for participants.
  - Ensure GDPR compliance.
  - Work with the steering group to recruit and support volunteers.
  - To contribute to the monitoring and evaluation of the project.
  - To manage the volunteer program and volunteers working on the project, ensuring that volunteering is a positive experience for participants with high standards of health and safety.
  - To assist the steering group to employ contractors where appropriate and supervise management of the projects.
  - Build and maintain effective relationships, both internally and externally, using diplomacy and tact.
  - To attend meetings and to greet project participants users and to support community engagement and education.
  - To carry out all other such duties as may from time to time be determined by the steering group.
- Be accountable for a small budget to cover the running costs of the project  
To make funding applications for projects to extend the reach of Hwb Pentredwr and to ensure its future development
- Ensuring that all events and workshops are accessible to all where possible
  - To adhere to all relevant policies and procedures.
  - Available for weekend work if required

## Person Specification

<b>Professional</b>	<b>Personal</b>
<b>Essential</b>	<b>Essential</b>
Qualified / experienced in Project management.	Enthusiastic and self-motivated individual
Experience with applying for and administering externally funded projects	Ability to work individually and as part of a team
Experience of engaging and working with the public	Computer literate and confident in the use of Microsoft Office software
Ability to implement volunteer programme as set out by the steering group	Good communication skills including fluent Welsh and English
	Able to liaise with public & steering group

<b>Professional</b>	<b>Personal</b>
<b>Desirable</b>	<b>Desirable</b>
Health and safety training	Knowledge of the area
Experience of working with local communities and volunteers. Knowledge of GDPR procedure.	Awareness of organisations' purposes
Experience of organising community events	An interest in the potential for wool and rural skills
First Aid trained	

