

Project Coordinator

Job Description and Person Specification

Title:	Project Coordinator
Overview:	Coordinate training sessions and youth work; liaise with schools, faith organisations, statutory services, charities and community groups
Salary:	£11 per hour
Hours:	30 hours per week
Location:	Luton (occasionally some travel outside of Luton)
Reports to:	Strategic Development Manager, Steering Group
Duration:	1 year with potential for continuation (3 month probationary period)
Start date:	2nd August 2021

Context

Faiths Against Child Sexual Exploitation (FACES) is a Luton-based organisation. We are a partnership of local Christian and Muslim charities and faith groups: Azalea, Discover Islam, Churches Together in Luton, Hope Church Luton, Inspire FM, Lantern, Luton Council of Mosques, Luton Sunni Council of Mosques, St Mary's Centre for Peace and Reconciliation, and Youthscape. As we enter our fifth year, we are expanding our work and developing more training courses and youth programmes. We are looking for a part-time Project Coordinator to join our small team to coordinate the delivery of our projects and help us engage with more people. You will work closely with staff and attend regular meetings to identify tasks and receive appropriate support. FACES is a registered charity, and our staff are currently employed under Hope Church Luton.

Key responsibilities

Key tasks and responsibilities will include:

- Liaising with schools, faith organisations and other groups to arrange dates to deliver our youth programmes and training
- Liaising with FACES partners and staff to coordinate promotional and marketing activities
- Making arrangements for venues, food and refreshments, and travel where necessary
- Completing administration activities for registration and feedback and evaluation
- Facilitating youth and training workshops as necessary

This role has the potential to develop beyond these responsibilities, and experience/interest in fundraising, workshop/training development, website management and social media growth will be beneficial.

Qualifications and experience

Essential	Desirable
Qualifications	
GCSE English or equivalent; good written and spoken English	Children's, youth, social care, or safeguarding qualifications
Knowledge	
A basic understanding of safeguarding and the risks children face	An understanding of child sexual exploitation or other specific harms
Skills	
Ability to work with initiative and manage own workload Ability to work as part of a small team Good interpersonal skills Excellent IT skills	Ability to use Google Drive
Experience	
Working with diverse groups of people, including people from different ethnicities, nationalities and religions Coordinating an event or activity	Flexible working and working from home Facilitating training or youth workshops/activities Working in a safeguarding capacity and following relevant procedures Project management Working in or with faith-based organisations Working in a community development capacity, whether voluntary or paid
Other qualities	
Be committed to continuous professional development, and open to reflecting on existing perceptions and ideas	Knowledge of Christianity and/or Islam

Successful applicants will be subject to necessary checks.

To apply, download an application form from www.faces.org.uk and send to admin@faces.org.uk. Deadline is 7th July 2021.