

# Project Coordinator

## Job Description and Person Specification

<b>Title:</b>	Project Coordinator
<b>Overview:</b>	Coordinate training sessions and youth work; liaise with schools, faith organisations, statutory services, charities and community groups Maintain regular publishing of online content; create content and update social media
<b>Salary:</b>	£13-£15 per hour depending on experience
<b>Hours:</b>	24 hours per week
<b>Location:</b>	Luton (occasionally some travel outside of Luton)
<b>Reports to:</b>	Strategic Development Manager
<b>Duration:</b>	1 year with potential for continuation (3 month probationary period)
<b>Start date:</b>	1st April 2024

### Context

Faiths Against Child Sexual Exploitation (FACES) is a Luton-based charity. We're a partnership of local Christian and Muslim charities and 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.

We offer accredited training to practitioners, and workshops to families and young people to promote safeguarding and build resilience against child sexual exploitation and other forms of harm. We're looking for a part-time Project Coordinator to join our small team to coordinate the delivery of our projects and ensure we engage with more people. You will work closely with staff and attend regular meetings to identify tasks and receive appropriate support. This role will involve visiting various organisations and the delivery of training and workshops; computer-based work can be carried out from home or office space can be provided.

### Key responsibilities

Key tasks and responsibilities will include:

- Visiting and liaising with schools, faith groups and other organisations to arrange delivery of our courses and programmes
- Making arrangements for venues, food and refreshments, and travel where necessary
- Completing administration activities for registration and feedback and evaluation
- Facilitating courses and workshops as necessary
- Liaising with FACES partners and staff to coordinate promotional and marketing activities
- Fulfilling other reasonable duties to support the charity's aims

This role has the potential to develop beyond these responsibilities, and experience/interest in fundraising, workshop/training development or podcasting will be beneficial.

## Qualifications and experience

Essential	Desirable
<b>Qualifications</b>	
GCSE English or equivalent; good written and spoken English	Children's, youth, social care, or safeguarding qualifications
<b>Knowledge</b>	
A basic understanding of safeguarding and the risks children face	An understanding of child sexual exploitation or other specific harms
<b>Skills</b>	
Ability to work with initiative and manage own workload  Ability to work as part of a small team  Good interpersonal skills  Excellent IT skills	Experience using Google Drive and Canva
<b>Experience</b>	
Working with diverse groups of people, including people from different ethnicities, nationalities and religions  Organising 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
<b>Other qualities</b>	
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, please send your CV and a cover letter (approx. 2 sides of A4) which details the following:

- Why you'd like to work with us
- Your understanding and experience of safeguarding
- Your understanding and experience of equity and inclusion, including within our local context
- Your understanding and experience of coordinating a project, including how you would approach relevant organisations and organise delivery of a training course or youth programme
- Your personal approach to faith and interfaith working

Send to [admin@faces.org.uk](mailto:admin@faces.org.uk) by 22nd January 2024.