

Role Profile

Job Title:	Project Coordinator “Cost of Care”
Salary:	£27,344 pro rata (£13,672 gross)
Working commitment:	0.5% FTE (17.5 hours per week)
Contract:	Fixed term for 17 months.
Location:	Hulme, Manchester (hybrid working arrangement)
Reporting to:	CLASS Director

Role summary: You will work in partnership with tenant leaders and community researchers to carry out community-led research and advocacy around experiences of social care among tower block tenants in the neighbourhood of Hulme, Manchester.

Duties and Responsibilities

Cost of care project coordination

- Develop positive working relationships with all partners in the “Cost of Care” project team to ensure the effective running of the project.
- Ensure tenant community leaders and researchers are well informed about the project and are supported to carry out their activities.
- Coordinate petty cash and invoicing for the project team ensuring community partners understand payment systems and are paid in a timely manner
- Arranging meetings (sending out agendas, invites, booking rooms, refreshments, managing RSVPs, chasing attendees).
- Taking and filing notes.
- Ensuring that all necessary resources are available and provided for the effective running of community training, research and other activities and meetings (including printing materials in advance, booking interpreters, arranging translations etc).
- Regular meetings with the Care Programme Manager to reflect on learning and progress.

General duties

- Proactive management of workload and working hours in line with CLASS flexible working arrangements.
- Adherence to the CLASS code of conduct and all aspects of the CLASS Policy Framework.
- Other duties as required by the CLASS Director.

Person Specification

Please note that experience, skills, and knowledge may have been gained from paid or voluntary activities (such as acquired through community work or activism), or from personal lived experience.

	Essential/Desirable	Assessment
EXPERIENCE		
Experience of working together with community groups or local residents to achieve a shared goal.	D	Application Interview
Experience of working with diverse groups/people.	D	Application Interview
Experience of coordinating a small project or community initiative.	D	Application
Experience of organising meetings and taking minutes.	D	Application
SKILLS AND ABILITIES		
Good information and communication technology (ICT) skills	E	Application Interview
Ability to form positive relationships with diverse groups of people including elderly and potentially vulnerable people.	E	Application Interview
Ability to work occasional evenings and weekends.	E	Application
Ability to work from home.	D	Application
KNOWLEDGE		
Some understanding of the context for community working in neighbourhoods where people have experienced long-term economic, social, and political exclusion.	E	Application Interview
PERSONAL QUALITIES		
A resident of Hulme (being resident in the Aquarius or St Georges area would be a particular advantage).	D	Application
Good verbal and written communication skills including being a good listener.	E	Interview
Compassionate and non-judgemental.	E	Interview
Resilient – able to mediate through potentially challenging interpersonal situations and local conflicts without taking things to heart.	E	Interview