

MIDAYE Somali Development Network

Project Co-ordinator

Midaye is looking for a Project Co-ordinator. You will support our Management Team in managing our service delivery across a range of projects, including health, well-being and information provision. You will help us work effectively to deliver benefits to our clients, and report our successes to funders and others. You will play an active role in our response to the disastrous fire at Grenfell Tower, including our work supporting small grassroots organisations in their response to the disaster.

You will be a central part of our vibrant, committed staff team, supporting our work in the community. We work with members of all BMER communities for whom English is an additional language. Our clients are usually refugees, ex-refugees and migrants, and we help them become healthier, better educated and more informed about services. Our activities empower, advocate for and support the most disadvantaged and isolated members of our community.

Midaye, although still a small organisation (19 staff), has grown rapidly over the past 5 years – we have developed partnerships with local authorities, NHS Clinical Commissioning Groups, and other charities; become known for our innovative community work on FGM, chronic health, and educational underachievement; and become valued contributors to local, regional and national policy and academic research in our areas of work. At the same time, we have retained our deep community links with some of the most marginalised groups in London. We are now developing our work with small grassroots organisations through our local hub supporting, building capacity and delivering services with partner organisations.

If you would like to join us in providing our crucial community services, you must demonstrate that you are highly organised and efficient, able to prioritise and manage your workload and can support a diverse staff team in providing services to our clients.

You will understand community organisations, have excellent interpersonal skills and be confident with IT systems. You will have some experience in project management, and we will provide training and support to the right candidate in developing these skills.

In return, you will gain the satisfaction of knowing that your work is making a difference to disadvantaged communities in London. Your role will be a crucial one within Midaye, and the work you do keeping us organised and on track will be appreciated by staff, volunteers, trustees and clients alike. You will have the opportunity to grow in your role, and to gain experience in all parts of running a busy charity. You will be part of a warm, friendly staff team who work towards Midaye's goals with commitment and good humour.

About Midaye

Midaye was set up in 2002 by women from the local community. Our work supports multiply excluded members of the BMER community in Kensington and Chelsea, Westminster and Hammersmith and Fulham. Most of our clients speak little English. Recently we have expanded our reach to communities in Brent, Birmingham and have set up links with communities in other parts of London and elsewhere.

We provide information, outreach, training and support on health, housing, education, benefits, domestic violence and other issues, as well as a Supplementary School for children and outreach to families needing parenting support. We are now also working to bring together small local grassroots organisations in response to local need, supporting their ability to provide services to those most in need.

We work across all these areas using an advocacy model. Our activities empower and support the most marginalised members of our communities; helping individuals to help themselves and have the knowledge to improve their life in a meaningful way.

We look forward to receiving your application by 5pm on 30th January 2018.

Midaye Project Co-ordinator

JOB DESCRIPTION

Job Title	Project co-ordinator
Reports to	Programme Manager /Director
Manages	n/a
Salary	£27,934fte
Hours	37.5 hours per week, over 5 days/week, usually during our office hours of 9am-5pm but some flexibility may be required.
Location	Midaye's offices in West London

Major objectives/key tasks

The Project Co-ordinator will support Midaye's Management Team in managing our service delivery across a range of projects, including health, well-being and information provision. S/he will help to track progress, monitor impact, and administer projects to ensure they work effectively to deliver benefits to clients.

Key responsibilities

Project management

- Support our Programme Manager and Development Manager in project management
- Develop and deliver project plans to meet strategic objectives, under the direction of the Programme Manager
- Support project officers to develop and deliver workplans
- Maintain records of project staff rota, hours, annual leave and DBS checks
- Support our service delivery, providing general administration such as room bookings, record keeping, stakeholder communications and partner liaison.
- Organise, attend and administer a variety of events and meetings.
- Ensure projects are fully publicised to the community and to external organisations, overseeing the design and production of publicity materials.
- Work with partner organisations, supporting the development, administration and running of the new Consortium of local BMER-led grassroots organisations

Project reporting and monitoring

- Support project staff in the collection of project data on delivery and client outcomes, ensuring this is accurately input in Midaye's management database (Lamplight).
- Review and refine project monitoring and reporting tools, where necessary
- Collate monitoring data for reporting
- Monitor project expenditure against budget, allocating invoices to budgets and project headings for our finance staff

Other duties

- Work collaboratively across Midaye's projects in order to strengthen integration and cross-learning
- Attend any training necessary
- Work closely with Midaye's Director, Management Team, staff, advisors, partner organisations and community groups
- Other relevant duties as directed

The successful candidate will be committed to Midaye's Equal Opportunities Policy and their responsibility for its practical application. They will also be supportive of our aim to empower, advocate for and support the most disadvantaged, isolated and marginalised members of the BME communities for whom English is not a first language.

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the job holder.

Person specification: Project Co-ordinator

Essential
<p>Professional Qualification</p> <ul style="list-style-type: none"> • BA/BSc OR equivalent professional experience.
<p>Experience</p> <ul style="list-style-type: none"> • Minimum 1 years' experience in co-ordinating a project • Minimum 3 years' experience of working in community organisations/charity sector in project teams • Experience designing and delivering community events • Experience of providing efficient office support for service delivery in a busy environment • Experience of computer packages including spreadsheets and word processing packages • Experience of monitoring reporting to funders and others on project progress • Experience working with organisational databases such as contact management systems, CRM, monitoring systems, HR or other. Training on specific systems will be given.
<p>Skills</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills in English • Good attention to detail • Good numerical skills • Excellent interpersonal skills • Good IT skills • Excellent time management skills and ability to prioritise tasks and work across multiple projects
<p>Others</p> <ul style="list-style-type: none"> • Understanding of and ability to maintain confidentiality • Self-motivated person able to take initiative • Able to work effectively in a diverse team • Able to effectively promote Midaye's mission values, and objectives

All applicants must be eligible to work in the UK. Midaye is committed to equal opportunities and actively encourages applications from all sectors of the community. We shortlist based on competencies and not on race, religion, sex, physical or mental disability, or age.

To apply, please fill in the attached application form and email to us at:

azza@midaye.org.uk

Please note - we will not accept CVs – you must complete the application form and return it to us no later than **5pm on 30 January 2018**. Shortlisted applicants will be interviewed on Tuesday **13 February 2018**.