

## **JOB DESCRIPTION**

**JOB TITLE:** Coordinator

**ORGANISATION:** Hammersmith & Fulham Association of Somali Voluntary Organisations (ASVO)

**RESPONSIBLE TO:** Management Committee

**RESPONSIBLE FOR:** All other staff and volunteers

**SALARY:** £17,000 per year

**HOURS OF WORK:** 22.5 PER WEEK

### **JOB SUMMARY:**

Our newly established consortium is seeking an experienced Project Coordinator who can manage projects from initiation to completion. The successful candidate for this position will be able to combine project data to make better coordination within the consortium's network and help improve relief efforts while supporting the most vulnerable members of the community affected by COVID 19. The Project Coordinator will be responsible for creating milestones, drafting delivery policies, supervising sessional workers to collect data and preparing summary reports for management. We are seeking passionate individual who can add value to ensure project improvements, effective partnership and coordination among member organisations to help fulfil our key objectives for the residents of Hammersmith and Fulham. The Project Co-ordinator will lead the day to day activities of the organisation, responsible for implementing the work plans, managing and co-ordinating the work of staff and volunteers, setting up and maintaining sound financial and administrative systems. They will also be expected to establish good working relationships with other voluntary sector groups and statutory providers.

### **Core Duties:**

- Coordinate relief and support efforts for vulnerable members within the network.
- Assess the needs of community due to the impact of COVID19
- Collect data on various issues related to community development with the help of sessional workers
- Organise zoom focus groups/ workshops for different groups

**SUPERVISION:**

- Lead regular team meetings and hold regular individual support and supervision sessions with sessional workers and volunteers
- Ensure all ASVO activities and outings are adequately staffed
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**WORKING WITH ASVO MEMBERS:**

- Hold regular meetings with members groups in the London Borough of Hammersmith and Fulham
- Develop and deliver ASVO programmes and activities in consultation with members in order to empower them

**ADMINISTRATION:**

- Record and collect statistics in partnership with members and community, using ASVO systems
- Submit and present reports to the ASVO, Management Committee and project funders.
- Keep accurate confidential case records
- Keep up to date with relevant legislation, policies and practices
- Build up the resources of information necessary for successful community development

**LIAISON**

- Represent ASVO and maintain links with other agencies, community and umbrella groups as directed by ASVO Management Committee

**HEALTH & SAFETY:**

- Ensure that all appropriate measures are taken with regard to the health and safety of all people working at, using, or visiting any of ASVO facilities, services or activities, both on and off site.
- To ensure action is taken to eliminate any reported hazards to health and safety.

**GENERAL DUTIES:**

- Attend staff meetings
- Attend appropriate training courses.
- Participate in supervision and appraisal meetings
- Be administratively self-servicing
- Participate in office rotas as necessary
- Adhere to ASVO Equal Opportunities, Health & Safety and Confidentiality policies and implement any agreed practice guidelines

Priorities and responsibilities may vary from time to time as ASVO service delivery changes. Any review and subsequent changes will be done in consultation and in agreement with the post holder.

## **PERSON SPECIFICATION**

### **QUALIFICATIONS:**

- At least 2 years minimum experience in working in the voluntary or statutory sector.
- Bachelor's Degree in Business Administration or a related field

### **EXPERIENCE:**

- Project management and analytical, community research skills
- Ability to solve problems and initiative solutions.
- Leadership skills.
- Outstanding verbal communication skills in Somali and English languages
- Excellent planning skills.
- Ability to demonstrate passionate about community development
- Good understanding of Equal opportunity policy and implementation in the workplace.
- Supervising staff and volunteers
- Working / liaising with other grassroots organisations and statutory agencies.

### **KNOWLEDGE**

- Issues affecting Somali community people especially within multi-racial inner-city settings
- Education, housing, health, unemployment/training needs of Somali residents in the London Borough of Hammersmith
- Themes/Issues faced by residents in the criminal justice system
- An understanding of current community policy and initiatives, including participation, volunteering, community safety, and raising achievement and aspirations

### **DESIRABLE SKILLS:**

- Ability to work as part of a team
- IT skills
- Willingness to undertake a range of administrative tasks

### **BENEFITS:**

- 26 days annual holiday
- Access to a free Employee Assistance Programme
- A range of benefits including staff development and training opportunities
- Opportunity to build own networks/influence in community development at local and national level

Please email your CV with covering letter to [info@hfasvo.org](mailto:info@hfasvo.org)

Closing date: 15/07/2021

For more information, please visit our website: [www.hfasvo.org](http://www.hfasvo.org)