

Role Description

Job Title: Project Co-ordinator

Organisation: Fitmums and Friends Registered Charity No. 1173919

Location base: East Yorkshire

Area covered: Yorkshire; specifically East, South and North Yorkshire

Hours: 18 hours per week (3-year contract)

Salary: £18,720 per annum plus travel expenses and pension

Holiday: 5.6 weeks plus bank holidays

Background

Fitmums and Friends is a registered charity working to support people to be physically active. Fitmums and Friends works to break down the barriers preventing people from becoming physically active. We support all people, no matter their gender, ability, background, bank balance or postcode, to become physically active so that they live happier, healthier and more fulfilled lives. We do this through our community clubs and our specialist projects, which support people through difficult life events such as bereavement and menopause. Every year, we support more than 1,000 people to use exercise to make positive changes to their lives. We believe in the power of physical activity to promote positive mental health, social inclusion, and community engagement.

Job Description:

We are seeking a passionate individual to support with the design, implementation, and management of time limited activity programmes for vulnerable groups.

In the first instance this will include managing our existing Menopause Activity programmes which are 6-weeks long tailored specifically for women going through menopause. The role will also support the development of a new initiative this being 10-week walking programmes for individuals with learning disabilities. Other projects for different target groups will emerge during the term of this position.

This role will play a critical part in ensuring that our programmes are inclusive, accessible, and address the unique needs of the target groups the programmes are designed to support. An element of the role will also be to organise staffing for promotional events.

The Project Co-ordinator will:

- Have an open and non-judgemental attitude.
- Adopt a positive, patient and supportive approach towards supporting people with their physical, social and emotional wellbeing.
- Be a positive role model.
- Behave in a professional, confidential, and non-discriminatory manner at all times and promote equal opportunities for all.
- Be able to demonstrate experience/knowledge of Fitmums and Friends, its systems and principles of support.
- Be willing to undertake training for the role as required.

- Be a good communicator with confident interpersonal skills.
- Be able to motivate and manage a team.
- Be supportive and empathetic.
- Be a team player, co-ordinating with other staff and volunteers to promote a cohesive approach
- Have good organisation skills/time management skills.
- Maintain accurate records of referrals/contacts and store data safely being aware of the need for confidentiality.
- Be computer literate.
- Be enthusiastic and motivated to take on this role with a determination to maintain the high standards of support currently offered by Fitmums and Friends.
- Be familiar with the charity policies.
- Effective project management skills with the ability to manage multiple priorities.
- Excellent communication and interpersonal skills, with the ability to engage diverse audiences and build relationships.

Specific aspects of the role

Administration

- Create and manage bookings and registers for each programme.
- Communicate with participants; sending confirmation and respond to enquiries.
- Creation of registers for each programme.
- Book venues and organise the risk assessment.
- Check invoices for venues and staff.
- Organise a rota (paid staff and volunteers).
- Support monitoring and evaluation processes.
- Support creation of materials – e.g. flyer, resource sheet, case studies.
- Ensure referrals are accurately recorded on a database.
- Other tasks as required.

Staff Management

- Support the recruitment of staff and volunteers.
- Support training of staff.
- Induction of staff; facilitate 1-1 catch ups and team review meetings.
- Support the team in their role – offer advice as queries/issues arise.

Planning & Partnership Development

- Work with partners to understand the needs of users in the development of new projects.
- Support the planning of a project by undertaking work to understand the specific challenges for a particular group e.g. the needs of women going through menopause and individuals with learning disabilities regarding physical activity.
- Establish and maintain partnerships with relevant organisations and networks, such as support groups, disability charities, and local networks, to expand the reach and impact of the programmes.
- Support the collection of data to help identify areas for improvement and inform future programmes.

Application Process

To apply for the position, please submit your CV and a cover letter outlining your relevant experience and motivation for joining Fitmums and Friends by **17th May 2024** to admin@fitmums.org.uk

Fitmums and Friends is committed to equality of opportunity and diversity in employment. All applications will be considered on merit and in accordance with the charity's recruitment procedures.

We welcome applications from all suitably qualified candidates, irrespective of gender, disability, marital or parental status, ethnic or social origin, religion, belief, or sexual orientation. In addition, during the various stages of recruitment, specific measures can be taken to ensure equal opportunities for candidates with disabilities or special needs.

Fitmums and Friends is committed to diversity, equity, and inclusion in our recruitment and employment practices. We encourage individuals from underrepresented groups to apply.