



Role Description Project Coordinator

Title: Project coordinator

Responsible to: Centre Manager

Main Purpose of role: To oversee the delivery of the Employers Initiative in partner companies within Hillingdon.

Hours: Part-time 32 hours a week, fixed-term contract for 6 months

The prevalence of Domestic Abuse (DA) means that it is literally 'all around us'. Local business employees may be directly affected by DA as victims or witnesses. Local employers' developing an effective DA policy and working to reduce the related risks will create a safer workplace and will also send out a strong message that staff and customers are valued and supported and that all forms of DA are unacceptable and will not be tolerated.

Applications are invited for the role of Project Coordinator to oversee the deliver of [Workplace Safespace](#) programme (WPSS). Hillingdon Women's Centre is a women-only community-based service that focuses on empowering and supporting women in need. The successful candidate will be passionate about ending gender violence and VAWG and have proven experience in project management.

Main activities:

- Working closely with the Centre Manager to prepare comprehensive action plans, including resources, milestones and timeframes.
- Planning and coordinating tasks to ensure the delivery of the WPSS programme, this includes schedule, risk management and admin tasks.
- Working closely with all key stakeholders involved in the programme: The Sharan Project, employers representatives and local Strategic Programme Lead for VAWG / DA.
- Mapping, contacting and recruiting local employers to become part of the EI.
- Working collaboratively, whether online or face-to-face, with employers to deliver results on deadlines.
- Making sure that employers' needs are met as the project evolves by developing individual support and follow-up to ensure that they are working towards zero-tolerance to Domestic Abuse and the creation of safe spaces.

- Creating and maintaining comprehensive project documentation plans and reports.
- Contributing to the collection of service outcomes through identification and use of clear targets and monitoring systems to provide evidence that outcomes are met.
- Monitoring progress and handling any issue that arises.
- Proactively report to the Centre Manager on the details of WPSS in the partner employers.
- Working within strict Data Protection regulations and Confidentiality guidelines.
- Assisting about to any other tasks involved in ensuring the smooth running of the centre.

PERSON SPECIFICATION

This person specification sets out the minimum qualities we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

CRITERIA	ESSENTIAL	DESIRABLE
SEX	<ul style="list-style-type: none"> • Female 	
EXPERIENCE	<ul style="list-style-type: none"> • Proven work experience as a Project Coordinator or a similar role • Maintaining accurate and complete computer-based case records • Experience of data collection and reporting to measure outcomes and impact. • Experience of working with different stakeholders and liaising with agencies. 	<ul style="list-style-type: none"> • Experience of working within the voluntary sector • Group facilitation and workshop delivery • Knowledge of issues related to Violence Against Women and Girls
SKILLS AND ATTRIBUTES	<ul style="list-style-type: none"> • Able to work independently and use initiative in a range of situations • Solid organizational skills, including multitasking and time-management • Strong client-facing and teamwork skills • Ability to prepare and interpret flowcharts, schedules and step-by-step action plan • Excellent communication and listening skills • Ability to meet deadlines and undertake administration. • Strong inter-personal skills and the ability to relate to a wide range of individuals. • Strong computer literacy. Proficient in using Microsoft Office suite, Google Suite, Canva, MailChimp, Eventbrite. 	

PERSONAL QUALITIES	<ul style="list-style-type: none"> • Strong commitment to Women’s Rights and inclusion. • Adaptable and open to learning • High level of integrity and anti-discriminatory practices in all areas of work • A positive “can do” attitude, demonstrating initiative and a willingness to go the extra mile • Able to take and adhere to direction • Drive and enthusiasm for achieving results • Attention to detail 	
EDUCATION/ TRAINING	<ul style="list-style-type: none"> • Minimum of 5 GCSE’s grade C or above including Mathematics and English Language (or equivalent) 	<ul style="list-style-type: none"> • Graduate or equivalent level of education