



SCHOOL DAYS

Job Pack - School Days Project Co-Ordinator

Role: School Days Project co-ordinator
Salary: £15p/h; 25 days annual leave + Bank Holidays pro-rata to hours
Hours: 16 hours per week, worked flexibly according to the needs of the project
Reports to: First Days
Contract Length: 18 Months (with intention to extend, dependant on funding)

Closing Date: 16th March 2018
Interview Dates: Week Commencing 26th March 2018
Anticipated Start: April/May 2018

To apply please send a covering letter and CV to emma@firstdays.net or post to Emma Cantrell, First Days Children's Charity, First Floor, Headley Road East, Woodley RG5 4SZ

About the Project:

School Days is a project set up in collaboration between First Days Children's Charity, Wokingham Borough Council and local churches to provide school uniform and essentials to children aged 4-16 living in the Norrey's area of Wokingham.

First Days Children's Charity provides essential items to families who are struggling to provide everything that is needed for their family. Each year First Days helps hundreds of families by redistributing clothes, equipment, furniture and toys that have been donated by the local community, as well as raising funds to provide new items where necessary. In recent years this has included distributing hundreds of school uniforms to families in Berkshire for primary school aged children.

The School Days partnership has been formed in order to extend the provision of school uniforms to children aged from 4 to 16 years who live in the Norrey's area of Wokingham.

Wokingham Borough Council Community Development Workers, Wokingham United Charities, First Days, and local churches and schools are working together to deliver this project and we are recruiting a Project Co-Ordinator to run the project.

We are looking for someone who wants to make a real difference in the lives of families in the Norrey's area of Wokingham. The ideal person will be excellent with people, takes initiative and is confident to work alone. They are fantastic at bringing people together and have the drive to work hard to achieve their goals.

The project co-ordinator will:

- Recruitment, co-ordination and manage volunteers to help deliver the project
- Manage all referrals and distribution of uniforms and essentials
- Manage all the stock for the project
- Chair the Partnership Committee
- Manage the project budget and all administration of the project, including monitoring and evaluation and marketing
- Outreach in the local community including building relationships with schools and referrers
- Organise local fundraising campaigns

Key Competencies for Role

Management

- Works well alone and can manage a team of volunteers and stakeholders to deliver high quality outcomes

Project Management

- Can manage a project, including managing priorities and budgets according to agreed objectives and plans

Team Work

- Works closely with other members of the First Days and School Days Partnership team to achieve our collective goals

Communicating with impact

- Communicates clearly and checks others have understood
- Listens to others' views, seeks clarification where needed

Delivering Outcomes

- Builds strong relationships providing excellent service
- Plans own work and prioritises to meet goals, communicates and collaborates with others
- Through effective communication gets things done within agreed deadlines and standards

Honesty and integrity

- Speaks positively about First Days and the School Days Project and our work
- Treats all others fairly and consistently and with respect

Resilience

- Responds positively to change and encourages others to do so
- Flexible and adaptable to changing needs and responsibilities

Qualifications

- Good level of general education
- IT literate and numerate

Experience

Essential:

- Project management within a community setting
- Experience of partnership working and working collaboratively with the voluntary and public sector
- Must have experience of delivering projects within pre-defined budgets and outcomes

Desirable:

- Experience of monitoring and evaluation of projects within the community is desirable
- A good understanding of the needs of school aged children in order to flourish in school
- A good understanding of the local area and the needs within the community

General

In addition to the specific duties and responsibilities outlined in this job profile, all First Days employees should be aware of their specific responsibilities towards the following:

- To adhere to all health and safety and fire regulations, and to co-operate with the Charity in maintaining good standards of health and safety
- To uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute
- Promote and sustain a responsible attitude towards equality and diversity within the Charity
- Demonstrate a commitment to on-going registration requirements or any national professional or occupational standards associated with the role
- Demonstrate a commitment to on-going learning and development and to participate in any training relevant to the role
- Good working knowledge and understanding of First Days' aims and objectives through its core values

All employees are expected to be competent with the use of technology and information systems, and understand their duties and responsibilities with regard to the appropriate use of personal data including sensitive personal data.