



## Project Co-ordinator Job Description

We are seeking a dynamic and dedicated person to oversee the new National Lottery Funded Mamma's Pathway Project. This exciting project involves making a difference to vulnerable families across Leicester City through providing a range of activities and group. The role of the Project Co-ordinator will be dedicated to making this a success. You will be responsible for setting-up and overseeing the day-to-day running of the project, strategic and budget planning, reporting outcomes, delivering some sessions and providing direction to a team of independent specialist facilitators to build a comprehensive support programme for children under 2 and their families. Ideally you will have qualifications or extensive experience in working with families and children under 2. You will have a particular interest in child or maternal mental health or breastfeeding support and be willing and able to travel to locations across Leicester City.

### Pay and Hours

**Hours:** Part-time - 30 hours per week

**Actual Salary for 30 hours:** £24,960 per Annum

**Contract:** Fixed Term for 2 years. (Possible extension if project is successful)

**Perks:** Flexible working hours, hybrid working, great annual leave entitlement, mileage allowance, happy and positive team all passionate about making a difference.

You are entitled to 168 hours accrued annual leave per year (including bank holidays). Hours of work are flexible but the majority of sessions take place between 9.30 and 2.30 on weekdays. A willingness to travel across the City is required.

### Main Purpose of Job

To co-ordinate and manage the Mammas' Pathway Project ensuring that outcome measures are met, activities are run safely and that families are supported to participate.

### Main Duties

- To work with the Mammas Directors to build a comprehensive programme of support for families and children under 2.
- To deliver group sessions to families on child development, nutrition and health, mental well being as appropriate.
- To ensure the projects aims and outcomes are established, met and appropriately tracked.
- To coordinate all project team members so work remains on schedule
- Assign roles and tasks to team members based on their individual strengths and abilities
- Help build the skill sets of team members and share learnings with other employees
- To ensure the project complies with Health and Safety, GDPR, Equality and Safeguarding legislation.
- To engage with strategic development, risk management and operational planning.
- Coordinate internal and external resources, ensuring that projects remain within scope, schedule, and budget
- Analyse project progress and, when necessary, adapt scope or timeline to achieve optimal results



- To develop and maintain effective relationships with funders, parents, staff, and other relevant stakeholders.
- Liaise with the relevant agencies to support the needs of parents and children, ensuring effective communication between agencies to promote the safety and wellbeing of children and vulnerable adults
- Attend meetings relevant to the post including multi-agency meetings as needed.
- To be responsible for safeguarding including keeping training up to date and reporting cause for concern

### To Apply

Please email [leicestermammamas@gmail.com](mailto:leicestermammamas@gmail.com) for an application form.

### Job Specification

		Essential (E) or Desirable (D)
<b>A. Training and Education</b>	NVQ level 3 in Childcare & Education (or equivalent)	D
	Strong written, verbal and presentation skills (e.g. English GCSE)	E
	Maths GCSE	E
	Infant Feeding qualification e.g. Peer Supporter, Breastfeeding Counsellor IBCLC	D
	First Aid qualification	D
	Safeguarding qualification	D
	Qualification in relevant area e.g. baby massage, healthy eating, running parenting courses etc	D
<b>B. Experience and Skills</b>	Experience of project management/ co-ordination	E
	Experience in co-ordinating teams and clients	E
	Experience of working with parents and carers	E
	Experience of running groups	E
	Experience of supporting infant feeding/ experience of breastfeeding	E
	Knowledge of the Equality Act and ability to implement Equal Opportunity policies	D
	Knowledge of multi-cultural communities	D
	Knowledge of SEND	D



<b>c. Personal Qualities</b>	The ability to work with minimal supervision	E
	Good verbal and written communication skills	E
	Good IT skills	E
	Excellent leadership skills	E
	The ability to work well in a group setting	E
	Thorough attention to detail	E
	Excellent planning and time-management skills	
	Empathy and situational awareness	E
	Has a clean driving licence	D
	Has a reliable means of transport	D