**Job Description**

**Job Title: Project Co-ordinator and Development Officer (Part time)**

**Location: Bristol**

**Salary: £24,000- £28,000 a year (pro rata)**

**Reporting to: Director**

**Responsible for: Some project officers**

Centre for Deaf and Hard of Hearing People (CfD) is a registered small-sized charity working to encourage integration and equality between deaf and hearing people in all areas of life. We currently provide an equipment service, and we are also redeveloping the charity so we can provide Deaf and Hard of Hearing people with 21st century services.

This is an exciting time for CfD. We are expanding and running more projects. To help us move forward, we are looking for an enthusiastic and motivated individual to join our team in Bristol. You will manage a portfolio of CfD projects using the principles of Project and Programme Management (PPM) (e.g. life cycles, communication, governance, leadership, scope, scheduling, risk, quality, and procurement) in accordance with the charity’s business plan and strategic objectives. You will be responsible for the start-up of new projects, co-ordinate the delivery of existing project(s) and act as a key contact for delivery partner(s) liaising with employers, the Deaf and Hard of Hearing communities, schools and colleges, other 3rd Sector organisations, funders and any other stakeholders, as appropriate.

Current projects include a weekly Coffee Morning, a project developing peer support for Deaf and Hard of Hearing people who are worried about their employment and an initiative to encourage Hard of Hearing people to use new technology to decrease social isolation. (See CfD website for more details.) When you start, the role will involve the delivery of our Coffee Mornings and the new technology project plus contributing to and managing the Peer Support Employment Project (“Working the New Normal”). As the role develops, your role will have a greater managerial and strategic component.

We are looking for someone with experience of managing projects or portfolios of projects OR for someone who has experience of delivering projects and would like to develop their managerial skills. We will support the person appointed to gain a PRINCE2 qualification (or similar) if they do not have this.

This is a part-time role. We are flexible about hours and will consider applications to work between 3 to 4 days a week. The workload will be adjusted to reflect the number of hours.

**The main responsibilities are to:**

* Ensure that new projects start-up on time, run smoothly and stay within budget.
* Be the first point of contact for Projects.
* Initially, deliver some projects (as agreed with the Director) to enable timely delivery of quality outcomes.
* Ensure that project reports are produced on time and to a high standard.
* Develop ways to improve how CfD delivers projects.
* Contribute to the strategic development of CfD projects and to the completion of applications for funding.

**Terms and Conditions:**

* This is a part-time position. 22.5 – 30 hours a week (3 – 4 days a week)
* Working hours are negotiable. Our core working day is between 10:00 and 16:00.
* Involves occasional evening and weekend work.
* This post is permanent subject to funding. The Trustees will review the value and impact of the post at least every 6 months.

**Main Tasks:**

The main tasks are to:

1. Manage a portfolio of CfD projects using the principles of Project and Programme Management (PPM) (e.g. life cycles, communication, governance, leadership, scope, scheduling, risk, quality, and procurement) in accordance with the charity’s business plan and strategic objectives. This will include:
   1. Organising project meetings, taking notes, managing meeting schedules and ensuring all materials and information are in place to meet project timelines.
   2. Being responsible for planning of projects, including the creation of Gantt charts and other charts to show key milestones for projects and key project outputs.
   3. Communicating timeline changes and new information to project teams, tracking project changes and adjusting schedules as needed.
   4. Ensuring all project paperwork complies with GDPR requirements and is stored securely.
   5. Making sure that all projects are running to budget.
2. Develop a framework for evaluating the impact of CfD’s various projects.
3. Be responsible for the delivery of some projects, although as we expand, this aspect of the role will decrease, and the post-holder will move to managing project staff. Initially, the postholder will be responsible for delivering a number of projects, e.g. Voice and Influence, Coffee Mornings, Living with Hearing Loss in the time of Covid.
4. Work closely with the CEO to develop some parts of complex and future projects i.e. Deaf Friendly City and Dementia
5. Be responsible for the creation of website pages for CfD projects and for ensuring that information remains up to date.
6. Be responsible for the collection of data for project reports to Trustees, funders and stakeholders, for the analysis of this data and for the writing of reports.
7. Contribute to the development of our strategic plans that implement CfD’s Business Plan.
8. Act as a source of ideas for new projects that meet the needs of Deaf and Hard of Hearing people and for improving delivery of projects and activities.
9. Keep up to date with and actively research potential tender and funding opportunities for CfD so we can fulfill our strategic objectives and Business Plan.
10. Contribute to proposal documents and completing funding application forms.
11. Support the Director of CfD to maintain existing partnerships with organisations and businesses and develop new relationships to help us expand our work.
12. Help develop and manage CfD’s events programme.

**Closing Date: Friday Dec 11th at 12 noon.**

**Interviews: Friday Dec 18th (by zoom)**

To apply, please request an application form by email: [office@centrefordeaf.org.uk](mailto:office@centrefordeaf.org.uk) or telephone 0117 9398653. CV’s will not be accepted. No agencies please.

**Note:** The final interpretation of this job description rests with the Director in consultation with the Board of Trustees and the jobholder. It will be reviewed in the course of supervision meetings and any amendments will be negotiated with the jobholder. The jobholder is also expected to share in other CfD activities as time permits and by agreement with the Director.

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | Educated to College or University level or equivalent experience | Relevant professional qualification e.g. PRINCE2, MSP, or Association of Project Managers. |
| **Knowledge, skills and experience** | Knowledge and understanding of the voluntary sector and sympathy with the objectives of CfD. | Experience of working with Deaf and/or Hard of Hearing people. |
|  | Understanding of the barriers that Deaf and Hard of Hearing people face when trying to participate in society. | Understanding of the social model of disability |
|  | At least 2 years’ of managing or delivering projects, preferably within a similar organisation, such as a charity or not for profit association. | Effective P3M skills (i.e. scheduling, budgeting, risk management, benefits realisation, project bids) from at least one year’s experience of similar PPM role in the voluntary sector or public sector”.  Knowledge of evaluating the impact of projects or a service. |
|  | Excellent written and verbal communication skills. | Experience of writing content for website pages.  Experience of taking minutes at meetings and servicing committees. |
|  | Able to produce reports of a high standard, demonstrating analysis of qualitative and quantitative data. | Experience of completing tender documents, managing tenders and writing proposals for funders. |
|  | Well organised and able to use a variety of tools to help project management. |  |
|  | Able to use Microsoft office to a high level, including word and excel.  Ability to prepare, check and monitor budgets. |  |
| **Abilities** | Effective communication with Deaf and Hard of Hearing people, using a BSL interpreter if appropriate. | Signature or IBSL BSL Level 3 fluency or a willingness to develop this level of fluency. |
|  | Effective time management when working on complex projects or on multiple projects. |  |
|  | Ability to network and establish sustained working relationships with individuals and organisations. |  |
|  | Able to think strategically. |  |