

Join Us as a Project Coordinator

Role: Project Coordinator

Salary: £23,088 - £24,012

Contract: 2 year fixed term

Location: Your home base will be Touch Base Pears in Selly Oak, and occasional UK travel.

Benefits: We work a 4-day working week (Friday close), hybrid working, benefits include discounted access to Vitality programme.

Reporting to: Project Manager

Closing date: 5pm Friday 11th October



About Us:

Forward Carers is committed to supporting adult unpaid Carers by providing essential services, activities, and training to enhance their wellbeing and empower them in their caring roles. We work closely with local communities, councils, and partners to deliver high-quality support tailored to the needs of Carers.

Job Purpose:

The Project Coordinator will be responsible for coordinating and delivering a range of activities and training sessions for unpaid Carers. This role includes providing administrative support to key programmes, including the distribution of digital resources like data and tablets to Carers, ensuring they receive the tools and support needed to manage their caring responsibilities effectively.

Key Responsibilities:

1. Activity and Training Coordination:

- Plan, coordinate, and deliver a diverse range of activities, training sessions, workshops, and events for unpaid Carers.
- Manage all aspects of activity planning, including session preparation, site visits, risk assessments, transport arrangements, and budgeting.
- Encourage participation from Carers, focusing on those most in need of support and ensuring accessibility and safety.

2. Programme Support:

- Provide administrative support to Carer programmes, including the management of data, records, and communication.
- Issue digital resources, such as SIM cards and tablets, to Carers as part of digital inclusion initiatives, ensuring proper tracking and support.

3. Stakeholder and Volunteer Coordination:

- Coordinate and oversee the work of paid and volunteer staff linked to your activities.
- Ensure all team members adhere to organisational policies and procedures, maintaining high standards of service delivery.

4. Community and Partner Engagement:

- Collaborate with other partners and organisations to identify opportunities for Carers to access community activities and resources.
- Act as the main point of contact for Carers and community partners, providing information and raising awareness of available support.

5. Monitoring and Evaluation:

- Collect and analyse feedback from Carers to evaluate the effectiveness of activities and training sessions, informing future planning.
- Maintain accurate records using our data management system, ensuring all contacts and outcomes are documented appropriately.

6. **Communication and Publicity:**

- Support the creation of content for newsletters, social media, leaflets, and other promotional materials to inform Carers about upcoming activities.
- Work closely with the design and marketing teams to maximise the impact of communications and engagement efforts.

7. **Advocacy and Awareness:**

- Participate actively in the Carers support team, contributing to raising awareness of Carer needs among health, social care, and voluntary sector professionals.
- Attend relevant meetings and events to represent Forward Carers and advocate on behalf of Carers.

Key Skills and Attributes:

- **Excellent Organisational Skills:** Ability to manage multiple tasks and maintain high attention to detail across various activities and programmes.
- **Strong Communication Skills:** Capable of engaging effectively with Carers, staff, volunteers, and external partners.
- **Proactive and Resourceful:** Self-motivated, able to work independently, and capable of finding solutions to challenges.
- **Team Leadership and Coordination:** Experience managing staff and volunteers, ensuring cohesive and compliant service delivery.
- **Adaptability and Flexibility:** Willingness to fill gaps within the team and work across different service areas as needed.
- **Empathy and Relatability:** Understanding of the challenges faced by adult Carers and ability to build rapport and provide supportive engagement.

Qualifications and Experience:

- Experience in project coordination, event management, or a similar role within the social care or charity sector.
- Familiarity with working with vulnerable adults, particularly Carers, is highly desirable.
- Strong administrative skills and proficiency in using IT tools and data management systems.

To Apply: If you are passionate about supporting adult unpaid Carers and have the skills to make a real difference, we would love to hear from you. Please send your CV and cover letter identifying the ways you meet the Key Skills and Attributes above to Chantell.Marler@forwardcarers.org.uk before 5pm Friday 11th October.