



Manchester People First Project Coordinator Job Information pack

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Job Description

Job: Project Co-ordinator

Responsible to: Management Committee
CEO

Other Contacts Members of Manchester People First
Carers, Staff and Managers
Commissioners
Parents
Other learning disabled people
Stake Holders

Hours 35 hours per week
Monday to Friday
Some weekends and evenings

Aim: To ensure the smooth running of MPF in all aspects including company secretary, financial control and working hands on with members

Also to support learning disabled people to use Manchester People First, doing group work including workshops, cooking, advocacy and attending meetings and conferences.

Main Responsibilities:

- To work as Company Secretary.
- To oversee all financial matters relating to the charity and the company.
- To be accountable for all office administration.
- To help develop the charity.
- To work with the CEO and committee on all aspects of the running of the charity.
- To liaise with all staff on HR matters.
- To have regular supervision meetings with the CEO reporting back on matters relating to the service.
- To work in a person centred way to support members.
- To facilitate group discussions to ensure that the service is needs/user led.
- To work across the city of Manchester and at times across Greater Manchester.
- To be accountable to the CEO and Management Committee of Manchester People First.
- To liaise with members around personal data.

Main Duties:

Finance

- Process invoices, ensuring payments are made within agreed timeframes.
- Maintain digital and manual filing system for invoices and payments.

- Compile receipts and perform monthly bank reconciliation.
- Manage donor acknowledgements, including writing and sending thank you letters.
- Liaise with nominated accountants
- Prepare financial statements for committee and annual reports
- To work alongside the committee treasurer and CEO to control the organisations financial budgets following the financial procedure policy and being a cheque signatory

Office admin

- Field and respond to general enquiries.
- Assist with scheduling meetings and taking meeting minutes.
- Liaise with CEO and other staff to ensure smooth running of office space, including post, Internet, phone, filing, furniture and other utilities.

Company Secretary Duties

Liaise with accountants around filing the correct records for the charity commission and companies' house and meet all strict deadlines

Be the first point of contact to process all correspondence relating to companies house and the charity commission

AGM & Committee minutes are taken and are a correct and true record of the event.

General Duties

- To implement any new policies and procedures as and when they are developed.
- To have shared responsibility for the opening and closing of the service. This includes being responsible for a set of keys.
- The service will operate between 8am – 4.00pm
- To implement the programme of activities as directed by the CEO.
- To have the shared responsibility for the health and safety and well-being of the members this includes aspects of personal care if and when the need arises.
- To ensure that peoples records are kept up to date
- To liaise with support staff, parents and carers on matters relating to the members.
- To keep to budget and to keep accurate records of all monies coming in and being spent.
- To ensure that receipts are issued and received if they are needed. All money must be accounted for.
- To liaise with external agencies as and when necessary.
- To work in line with policies and procedures and government legislation.
- To be aware of all transport arrangements relating to members.
- To be responsible for any administration as directed by the CEO.
- Letters and all communications to be authorised by the CEO prior to being processed.

- To be aware of Health & Safety issues for yourself and those around you including members and other staff and to report anything that might be a health and safety hazard.
- To attend training course's that are deemed necessary.
- To oversee some aspects of the work undertaken by the trainees and social work students under the direction of the CEO. To report back to the CEO on their progress – and any time scales to be agreed by the CEO.
- To attend staff meetings.
- To behave in a responsible manner at all times.
- To attend the committee meetings as and when requested.
- In the absence of the manager to be accountable to the committee.
- To work hands on supporting the people who attend the service
- To empower the members to make their own choices and decisions.
- To implement the programme of activities under guidance of the CEO.
- To support the people throughout the day. The support will be both office based, community based, and could involve using public transport.
- To support people at conferences, meeting and workshops.
- To support learning disabled people to meet any advocacy needs that they present and to support them at tribunals, official meetings and other decision making meetings as required
- To keep all files, documents and paperwork up to date

- To adhere to the policies and procedures of Manchester People First
- To understand and implement data protection and confidentiality
- To develop your ideas to improve and move the service forward in conjunction with the CEO and management committee.
- To do other tasks as deemed necessary by the CEO.

Person Specification for Project Co-coordinator Post

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| Qualifications | 1 | Educated in finance and accounting to minimum NVQ Level 4 or, other relevant qualification. | Essential/ Application Interview |
| | 2 | Evidence of ongoing personal professional development (PPD). | Essential/ Application Interview |
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| Experience / Knowledge | 3 | Experience of working within the voluntary sector. | Essential Application |
| | 4 | An understanding of successful income generation via bid applications and/or tender opportunities. | Essential Application Interview |
| | 5 | Substantial experience and understanding of financial budgeting, management accounts, pay role and full cost recovery. | Essential Application |
| | 6 | Experience of working for and developing a user led organisation (ULO). | Essential Interview |
| | 7 | An understanding of learning disability, health and social care commissioning and delivery. | Desirable Application |
| | 8 | Experience of engaging and involving service users (members) in the planning and delivery of learning disabled services and wider services. | Essential Application Interview |
| | 9 | Experience of managing the function of human resources, quality and risk. | Essential Application |
| | 10 | To have an understanding of safeguarding and what might be a safeguarding issue and to report it accordingly. | Desirable Application Interview |
| Skills and Abilities | 10 | Ability to effectively support and sustain performance of existing projects and develop future plans and priorities which promote best practice and national standards with support of the CEO. | Essential Application |
| | 11 | Experience of working with a charity governing body. | Essential Application |
| | 12 | Ability to develop effective relationships with a wide range of stakeholders. | Essential Application Interview |
| | 13 | Ability to support and motivate the team of staff and volunteers. | Essential Application Interview |
| | 14 | Ability to represent the organisation in a professional way to internal and external stakeholders. | Essential Application |
| | 15 | High level interpersonal, negotiating and influencing skills. | Essential Interview |
| | 16 | Excellent communication and presentation skills. | Essential Interview |

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| | 17 | Ability to analyse, interpret, report on and use complex data. | Essential Interview |
| | 18 | A team player promoting collaborative, inclusive working. | Essential Application |
| | 19 | High level of numerical and financial skills. Ability to scrutinise financial information and to report to the CEO and management committee. | Essential Interview |
| | 20 | High level of computer literacy with both hardware and software inc Apple Mac & I Pad, quick books, Microsoft Office Package, I movie (video editing), I photo, Database software (apple works). | Essential Interview |
| | | | |
| | 21 | Car owner and driver and use of car within work time. | Essential Application Interview |
| | 22 | Good understanding and substantial experience of using social media platforms and the impact it has on the organisation. | Essential Interview |
| | 23 | Excellent time management skills with the ability to work to tight deadlines and prioritise your own workload. | Essential Application |
| Values | 24 | Commitment to the involvement of users of services in the design, delivery and review of services. (co-production) | Essential Application Interview |
| | 25 | Understanding of and commitment to addressing inequalities. | Essential Application |
| | 26 | Commitment to campaigning for better service provision and reducing stigma and discrimination for learning disabled people. | Essential Application |
| | 24 | A value driven, enthusiastic and creative approach to work. | Essential Application Interview |
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| Other | 25 | A willingness to work flexible unsocial hours on occasion, including evenings and weekends. | Essential Application |
| | 26 | Willingness to be involved in all aspects of food preparation. | Essential Application |
| | 27 | Excellent minute taking. | Essential Application |
| | 28 | High level of accuracy in all work including accounts and all forms of communication. | Essential Application Interview |
| | 29 | Fluent in both written and spoken English | Application Interview |

Guidance Notes for filling in the application form

The following advice is designed to help you complete the application form as effectively as possible. Although we ask for education and training details, we give more weight to experience.

- **The Job Description and Person Specification**

Read and thoroughly analyse the job description

Ask yourself why you are interested in the job.

Would it be a job you would enjoy and find satisfying? Would it offer you more responsibility than you have at present? Why?

In the person specification you will find listed the skills, knowledge, experience and qualifications required.

- **Think about your Experience**

Have you got the necessary skills, knowledge and experience?

Remember to take into account any employment you have had, including holiday or weekend jobs

Take into account any relevant experience you have acquired outside work, such as community/voluntary/leisure activities/ work around the household etc.

Stress all the experience that is relevant to this post.

Explaining your present and previous jobs and experience to someone else may help to uncover 'hidden' skills and talents etc. which you take for granted

- **The Application Procedure**

Ensure the application is filled in clearly in black ink.

All applications must be made on the enclosed form.

CV's will not be accepted

The shortlisting process will use the person specification as the basis of selection. Therefore ensure that all the points on the person specification are addressed.

- **The Interview Procedure**

Manchester People First (MPF) strives to be an equal opportunities employer.

The interview will be split into three stages:

1. The first stage will be a short computer test comprising of basic word processing and a spreadsheet exercise (10 minutes)
2. The second stage will be a short informal sit down chat with the members. (10 minutes)
3. The final stage of the process will be a set of questions, and will be based on the person specification. Supplementary questions may be asked upon candidate's response, or to clarify points. It will be ensured that no discriminatory questions are asked.

At the conclusion of the interviews, candidates will have the opportunity to ask questions. This will not form part of the selection procedure.

Reasons for rejecting candidates will be recorded and made available for candidates on request.