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**LACVS - LOCAL Lancashire**

**Project Co-ordinator Job Description**

Salary: £23,870 per annum (Full-Time Equivalent £29,439)

Hours: 30 hours per week

Location: Ability to work across Lancashire – but primary location – Preston.

Reporting to: Chair / Treasurer

Responsible for: 3 Place Co-ordinators.

**Purpose**

To co-ordinate and drive LACVS’s LOCAL Lancashire Project delivering against the Lancashire LOCAL Project Impact Statement and lead the development and implementation of the VCFSE Sector Manifesto across the Lancashire subregion.

Your work will support the VCFSE sector’s role and influence in the subregion. This includes:

* the involvement of the VCFSE sector as an equal partner with public and other sectors (in a way that suits them), developing opportunities to co-design work, be involved in commissioning strategies, investment in the sector and positive impact for local people
* enabling the diverse VCFSE sector to play a full and active role in the social, economic, environmental life of our communities
* developing new or enhancing existing local place-based networks and partnership solutions across the sub-region’s 14 Districts
* developing mechanisms to ensure the VCFSE sector’s knowledge, expertise and understanding - including of communities and their needs – is harnessed to contribute to wider policy/strategies in health and social care, environment, economic development, skills and employment, community safety, etc.
* the promotion of open, inclusive, accountable and values based practice that recognises the value and contribution of the VCFSE sector and community voices in their diversity.

You will ensure that the LACVS Team (staff and partners) bring a partnership and co-design approach to work with LACVS members with provision that:

* adds value and avoids duplication
* supports and enhances existing infrastructure activity
* builds the business case for filling gaps in infrastructure services including geographical and communities with protected characteristics, of interest, circumstance, etc.

You Project delivery work will prioritise collaborative and partnership work across Lancashire and in Central Lancashire (i.e. Chorley, South Ribble and Preston) and Fylde Coast (i.e. Wyre and Fylde) where there is little or no CVS or infrastructure provision.

**Duties**

1. To manage the LOCAL Project Team’s implementation of the Project Delivery Plan and achievement of Project outcomes, working across Lancashire.
2. To co-ordinate the Project’s promotion and support of the contribution of infrastructure provision to the Manifesto’s aims.
3. Develop and enhance relationships with strategic partners/stakeholders and represent LACVS with external audiences
4. To manage the LOCAL Project Staff Team.
5. To manage the collection of Project monitoring and impact measurement information, gather qualitative data and feedback from the sector and communities and produce reports for the funder and LACVS Board.
6. To enable the forming and support of networks and forums that bring funders, the VCFSE sector and communities together.
7. To develop LACVS led partnership approaches that build the evidence base and attracts resources to deliver across

* the Manifesto’s 9 action areas
* the VCFSE sector and the communities it serves.

1. To co-ordinate the Project’s work supporting the VCFSE sector’s involvement in the placed based partnerships: Lancashire and its sub delivery areas, Blackpool and Blackburn with Darwen
2. supporting local networks, forums and events at hyper local, local, district, cross- district and sub-regional as needed
3. collaborating on cross boundary work
4. carrying out follow up actions including workstreams and projects.
5. To support the development of transparency and accountability in VCFSE sector engagement in partnership structures and ensure the effective flow of information to and from partnerships and the VCFSE sector - including contributing to regular LACVS bulletins and communications.
6. To co-ordinate the Project’s role as a channel of communication for the gathering and dissemination of information and evidence on the work of the infrastructure bodies and VCFSE sector across the sub-region.
7. To work positively and proactively with partners across sectors including VCFSE, health and local authorities, VCFSE Alliance, Assembly and others.
8. To identify and share learning from the Project’s work and support the VCFSE sector through:

* reflective evaluation work to enable the development of a strong vision for health and wellbeing
* the promotion of learning and development opportunities.

1. To work with LACVS members in the development of sustainable infrastructure provision with a strong focus on Central and Lancashire, Wyre and Fylde.
2. To lead the team in developing appropriate funding applications and developing opportunities for LACVS and the sector in line with the organisation’s strategy and ambitions.
3. To report to the LACVS Board as required.
4. Any other work as directed by the Chair / Treasurer.

**Person Specification**

All essential unless marked with D (for Desirable)

**Skills and Abilities**

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| **1. Good communication skills** including oral, ability to write clearly, logically and succinctly |
| **2. Financial** including budgets, financial controls and resource management |
| **3. Organisational and time management skills,** ability to work to tight deadlines and under pressure |
| **4. Computer literate** and proficient in Microsoft Office programmes |
| **5. Interpersonal skills,** able to work with a wide range of organisations and communities, including in community settings |
| **6.** Ability to **work as part of a** **team** |
| **7. Problem solving approach** to work and challenges |
| **8. Leadership skills** |
| **9. Marketing and communications (D)** |

**Education and Knowledge**

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| **10.** Good standard of education with the ability to work at a level equivalent to **degree** level and produce reports |
| **11**. Knowledge of **fundraising and income generation** |
| **12**. Knowledge of **the VCFSE sector** and its work |
| **13. Knowledge of Lancashire** its challenges and strengths (**D)** |

**Experience**

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| **14**. Experience of **managing staff** |
| **15. Relevant experience of infrastructure work or similar** in the VCFSE sector including running forums and engagement work with VCFSE sector groups |
| **16**. Experience of **project management** |
| **17. Partnership working** |
| **18.** Developing, supporting and/or implementing **strategies and plans** |
| **19. Monitoring, outcomes measurement** and reporting |
| **20. Experience of developing and working to policies and procedures** |

**Other**

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| **21.** Commitment to **equality, diversity and inclusion** |
| **22. Positive, problem-solving approach** to work and challenges |
| **22.** Driving licence or ability to **travel** independently |
| **23. Flexible approach** to working hours and job tasks. |