



Be *challenged*
Be a volunteer

Job description

Job title: Talking Together Birmingham Project Coordinator
Reporting to: Programme Manager
Salary: £25,000 per annum
Job type: Fixed term contract for 12 months

About TimeBank

TimeBank is a national volunteering charity. We run volunteering projects which are designed to tackle social issues, from social exclusion to digital inclusion. We know the difference volunteers can make and are constantly expanding our tried and tested volunteer mentor model. In addition, we run employee volunteering programmes for corporates to support their staff to volunteer in their local communities.

Purpose of the role

In this role your core responsibilities will be to co-ordinate the delivery of the Talking Together Midlands programme. The main beneficiaries of our work are Muslim women, of Pakistani, Bangladeshi and Somali backgrounds aged over 19 years and speaking little or no English. We provide community based language classes. The classes are mainly delivered by carefully selected, trained and supported volunteers. This is an incredibly impactful project addressing a resolvable issue that affects the lives of thousands of people in the UK.

As a member of our small, committed team you will help recruit, train and support volunteers and ensure the smooth running of day-to-day activities: primarily planning, scheduling and supporting the delivery of English language classes, coordinating the work of our partner organisations in the Midlands.

Key responsibilities

1. To coordinate the delivery of TimeBank's community based English Language programme.
2. To recruit, train and support volunteer trainers.
3. To coordinate the work of our partner organisations to ensure the project is delivered on time, on budget and to a high quality.
4. To regularly consult beneficiaries to ensure that they are involved in the running of the programme and influence its delivery.
5. To support partner organisations in organising and delivering training events.
6. To carry out effectively and accurately administrative tasks as required.
7. To ensure that the delivery of the project takes place in a culturally sensitive way.
8. To proactively network and promote existing projects, ensuring they achieve a high external profile.
9. To devise and deliver training or source external training as appropriate.

10. To maintain and update regularly the monitoring and evaluation database for the project.
11. To support the Programme Manager in preparing regular reports for funders and other stakeholders.
12. To follow TimeBank's policies and procedures. This includes undertaking all duties in a way that values others, does not discriminate and promotes equality.
13. To undertake any other duties as may be required from time to time.

Person specification

Job title: Talking Together Project Coordinator

Knowledge

- Knowledge of Microsoft Office Essential
- Knowledge of the principles and practice of volunteer management Essential
- Knowledge of Project Coordination, where targets are met Essential
- Knowledge and understanding of minority ethnic groups living in the UK – especially Bangladeshi, Somali and Pakistani – and the main issues they face Essential
- Knowledge of English Language Training Desirable
- Knowledge of social media, such as YouTube and Twitter Desirable

Skills

- Able to communicate well with a wide range of audiences, including making presentations and writing reports Essential
- Able to devise monitoring and evaluation forms and embed these in service delivery Essential
- Able to use initiative to identify opportunities to develop or improve project and take action accordingly Essential
- Able to manage time effectively, including prioritising tasks, working flexibly, and meeting deadlines Essential
- Able to identify support needs for a distinct group and implement high quality customer support Essential
- Able to get involved 'hands-on' with projects as necessary Essential
- Able to adapt the delivery of a project to culturally specific settings Essential
- Able to share ideas and learning and work in a supportive way across a team. Essential

Experience (in paid or unpaid work)

- Experience of working with clients from various cultural backgrounds, especially women in the Muslim community Essential
- Experience of writing reports and monitoring budgets Essential
- Experience of partnership working Essential
- Experience of organising and delivering group

- workshops/training sessions Essential
- Experience of working with people who do not speak English Desirable
- Experience of providing English language training Desirable

Qualifications

- Degree or equivalent experience Desirable

Circumstances

- The post is based at our Birmingham office with regular travel to other parts of the city.
- The post is full-time, for a period of 12 months.
- Occasional evening and weekend work might be required.
- Some travel within the United Kingdom, especially in the Midlands, might be required with occasional overnight stays away from home.
- We are aiming to appoint as soon as possible.

For any enquiry regarding this post contact Andy Forster: andyf@timebank.org.uk