



JOB DESCRIPTION: PROJECT COORDINATOR (Maternity Cover)

- Responsible to:** SEFF's Office Manager (Line Manager) & Director of Services
- Location:** Lisnaskea Head Office; 1 Manderwood Park. 1 Nutfield Road, Lisnaskea. County Fermanagh. BT92 OFF
- Hours of work:** 37.5 hours per week (funded until March 2022 initially but likely to be extended for duration of maternity cover period of circa 9 months)
- Salary:** £29,323 + 6% pension, payable monthly in arrears

Background

South East Fermanagh Foundation (SEFF) was founded on 15th August 1998 to provide practical and emotional supports for a large number of individuals who had been through traumatic experiences as a consequence of 'The Troubles.'

Over the years SEFF's development as a provider of services for victims/survivors has evolved and in the last four years, additional focus has been given to developing the case of need for victims/survivors based in Great Britain and Republic of Ireland, ensuring they also have access to support services alike their Northern Ireland counterparts. The organisation now stands at over 1,700 individual members and their associated families.

Currently SEFF has seven hubs for service delivery; Lisnaskea, County Fermanagh. Newtownstewart, County Tyrone. Rathfriland, County Down, Lisburn, County Antrim, Bessbrook, south Armagh, London and Manchester.

Purpose of the Role

The Project Coordinator role supports the functions of SEFF in coordinating projects and activities with SEFF Members, as well as supporting other member activities across the organisation.

Additionally, the Project Coordinator supports the Core Office Team at Head Office in Lisnaskea, ensuring office cover, and the smooth running of member requests.

Job Description

The key elements that constitute the role of the Projects Coordinator are as follows:

Main Duties:

1. Development of an Annual Programme of Services/Activities for SEFF Members and clients; in collaboration with the Director of Services
2. Planning and Implementation of annual Activities for SEFF Members and Clients - communicating this to the Office Manager and working collaboratively with the Director of Services

3. In line with funding contracts, development of a calendar of events to be rolled out across all SEFF regions, working directly with Key Satellite Offices.
4. Coordination of the SEFF Community and Victims Facebook pages (including anniversary posts), in liaison with the Director of Services
5. Regular communications via text/ email/ other means with members and clients as requested by the Office Manager/ Director of Services
6. Submitting non-financial monitoring returns to VSS and other funders
7. To oversee ACCESS N.I registrations which are activated by the Office Administrator ensuring that ALL Volunteers and Staff are compliant, reporting all new applicants, and updated checks to the Office Manager
8. To work with SEFF's Office Manager in developing a volunteer induction pack, and a Volunteer recruitment, retention and recognition programme
9. Investigate relevant streams of funding to take forward specific projects and completion of Funding Application forms under the oversight of the Director of Services
10. Liaising with Clinical Team, and project contractors around Monitoring and Evaluation requirements
11. Inputting of information to the monitoring and evaluation system (SEFF CRM), and ensuring accuracy from other staff
12. Preparation of VSS verification documentation- in collaboration with the Finance Manager
13. Internally evaluate progress/outcomes of individual Services and Projects and present findings to the Director of Services
14. Collaborating with Admin Officer and Director of Services to produce monthly SEFF Newsletter, and Staff Fortnightly Bulletin (sending to the Office Manager each fortnight)
15. Network and liaise with other relevant organisations in facilitation and delivery of projects to meet identified members needs
16. Production of a monthly report for the 'SEFF member meeting structure'
17. Set up of Meeting spaces, and ordering of venue catering etc (when Office Admin is absent)
18. Maintaining SEFF's activities and operations in line with organisational policies and procedures
19. Intake of calls and face to face office drop in's as back up to the Office Administrator
20. Provide support to the Office Manager for induction of new staff - relating to SEFF Projects
21. Support the 'Morning SEFF Calling' team in collaboration with the Office Administrator
22. Representation of SEFF at public events/meetings where appropriate
23. Regular (quarterly) One to One's with Line Manager- Office Manager to communicate any issues or discuss adjustments to role or activities
24. Role in the procurement process in collaboration with the Finance Manager
25. Attendance and input at fortnightly Teacup meetings led by Office Manager
26. Other tasks as required by the Office Manager or Director of Services.