

COMMUNITY ACTION BLACKBURN JOB DESCRIPTION

1. JOB DETAILS

Job Title	Community Project Co-ordinator
Immediate Senior Officer	Board of Directors/Trustees
Location	Blackburn, West Lothian (The post will involve hybrid working)

2. JOB PURPOSE

- To co-ordinate the work of the project which will involve the delivery of a number of tasks which will include communications, maintaining the link with and building new partnerships, funding, programme planning, community shop, administration and assisting with the financial management of the project.

3. REPORTING STRUCTURE

- The post holder will report to the Board of Directors/Trustees.

4. MAIN ACCOUNTABILITIES OF THE POST

- Maintaining communication and good working links with the Community of Blackburn and Partner Agencies
- Preparation of marketing material
- Building partnerships, strategies and community involvement.
- Overseeing and maintaining the high profile of the project
- Being a shared point of contact for the project
- Overseeing the operation of the Community Shop
- Collation of stats & submission of progress and evaluation reports
- Preparation of Risk assessments as required
- Assist the Treasurer in Management Administration including
 - Allocation and management of budget expenditure, projections etc.
 - Paying invoices, expenses etc.
 - Arranging suitable Insurance cover for the project
 - Payment of staff wages and payments to HMRC and pension schemes
 - Overall responsibility for Petty Cash
- Ensuring all project policies including GDPR are up to date and rigidly adhered to
- Submission of Funding applications
- Arranging Board Meetings including preparation of
 - Agenda
 - Strategic information, advice and direction
 - Discussion papers
 - Liaise with treasurer for financial reports and projections
 - Any other relevant documentation required
 - Minutes
- Attending partners meetings as and when required. Meetings to be regularly attended are
 - Blackburn's Future Group
 - Meetings notified to attend by Trustees/Directors
- Planning of Summer Programme
- Any other role as directed by Trustees / Directors