

BIRMINGHAM ASIAN RESOURCE CENTRE

JOB DESCRIPTION

Job Title:	Project Coordinator
Responsible to:	Chairperson
Accountable To:	Management Committee

Purpose of the Job

To manage and coordinate all activity of Birmingham Asian Resource Centre, its staff , projects and partnerships.

To lead the organisation's strategic development ensuring it meets its aims objectives and responsibilities to funders and members.

To provide overall strategic management and leadership of Birmingham Asian Resource Centre using an entrepreneurial approach, and working with the Management Committee to ensure the continued long term financial sustainability of the organisation.

To determine, develop and implement a fundraising strategy to achieve annual revenue fundraising income targets and capital programmes to support the delivery of services identified in the business plan

To develop relationships and networks with a wide range of statutory bodies, voluntary and community organisations and private sector organisations.

To effectively manage the development and delivery of services offered by the organisation

Special Conditions

This post is initially for 3 years

The Post holder will be required to work unsociable hours as and when required.

Casual car user allowance will be payable for the duration of the project.

The successful applicant will undergo a CRB check and personal references, which need to be satisfactory before appointment.

Key Relationships:

The post holder will work closely with the Chairperson, Management Committee and BARC staff; will form working relationships with a wide range of statutory agencies and voluntary community organisations.

Hours:

37 hrs per week, (will include some evenings, weekends and bank holidays)

Main duties and Tasks of this Job will include:

1. To act as the lead person to implement and deliver all the output and outcome of the Big Lottery Funded project—' You Me Mind and Body'.
2. To establish and implement a fundraising strategy for Birmingham Asian Resource Centre that will exploit the potential of the organisation to achieve annual revenue income targets.
3. To develop strategies for capital projects and developments.
4. To develop new income streams through determining, developing and implementing strategies to nurture income generation.
5. To maximise the income from trusts, foundations and grant giving bodies through building and nurturing existing relationships and development of new ones.
6. To lead on the strategic development of Birmingham Asian Resource Centre, prepare reports for Board meetings and work with the Board in developing income generation activities for the organisation.
7. To work with external consultants and staff to understand and establish needs and opportunities for funding for revenue and capital projects and develop cases for support.
8. To establish systems for capture of data to support research, record fundraising activity etc .
9. To establish annual targets for fundraising and income generation with the Chief Officer.
10. To be responsible for managing budgets relating to funding secured and ensuring all objectives are achieved within the budget to ensure that funds raised are used in the manner agreed with funding bodies and to provide regular accounts.
11. To be a strong advocate for Birmingham Asian Resource Centre, undertake presentations, prepare written material to promote projects and programmes to potential supporters.
12. Oversee the development and implementation of projects delivered by the organisation, ensuring targets and outcomes are achieved.
13. To prepare clear and concise reports for BARC's Committee Members and funding agencies on the performance of individual projects and on future developments. Including having an oversight of all necessary reports and returns to funding agencies.
14. Provide line management and supervision to staff, including dealing with grievance and disciplinary matters in the first instance.
15. Understand and comply with BARC's Aims and Objectives and assist with the implementation of BARC's Equal Opportunities and Health and Safety Policies.
16. Ensure that the Policies & Procedures of the Birmingham Asian Resource Centre are implemented.
17. To undertake any other duties commensurate with the grading of the post.

General

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Please note that the organisation reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

Qualifications & Training.

- A good level of General education and Training in Management.
- A commitment to undertake appropriate training and to develop and keep up-to-date skills and knowledge relevant to the post.

Experience

- Proven experience of organisational development, developing working partnerships with external organisations and consultants
- Proven experience of raising significant funds from statutory bodies, grant giving trusts and through income generation activities.
- Proven experience of the management of grant and trust funded projects.
- Project planning and Management including people management.
- A proven successful record in fundraising, preferably in voluntary and community sector organisations.

Skills and Abilities

- Good administration and organisational skills .
- Good ICT skills including word processing, excel, email, internet and fundraising databases.
- Good communication, presentation and public speaking skills (written and verbal) with the ability to communicate with people on all levels both inside and outside of the organisation.
- Good negotiation skills for establishing partnerships.
- Proven ability to prioritise work and meet deadlines.
- Proven team working and team leading skills.
- Good understanding of voluntary sector finance including budget management.
- Ability to communicate in at least one south Asian language.

- Total commitment to the principles of Equalities and non-judgmental work practice.

- Willingness to work weekends and evenings as required.

Knowledge

- A good understanding of the needs of Black and Minority Ethnic Communities.
- A good understanding of voluntary sector organisations .