

‘Skills for Success’ Project Coordinator

RESPONSIBLE TO: ReStore Manager
LOCATION: **Belfast (1 role) & Newtownards (1 role)**
SALARY: SO1 point 23-25, starting point £33,366 pro rata
CONTRACT: Part-time, Permanent contract

Supported by:



ROLE SUMMARY:

The first Habitat ReStores in Europe are delivering real impacts for local people and the wider community in Lisburn, Ballymena, Newry, Newtownards, Drogheda & Belfast. ReStore, the charity’s social enterprise, builds sustainable community and directly tackles poverty here in Ireland. ReStore enables local people to improve their homes for less, provides learning opportunities for volunteers from different abilities and backgrounds, and diverts tons of reusable waste from landfill.

The project coordinators will provide intentional and meaningful engagement opportunities for people of ages and backgrounds in ReStore including the delivery of accredited Open College Network (OCN) Training which seeks to strengthen skills and build capacity especially of those who would be considered ‘hard to reach’.

JOB DESCRIPTION:

1. Deliver accredited OCN training programmes which engage, empower and support volunteers including those considered ‘hard to reach’.
2. Work as part of a wider team to reach strategic and operational targets, ensuring that all activity complies with Habitat Ireland ethos, policies and procedures and all legislation governing the charity’s activities.
3. Recruitment and training of ReStore volunteers including mentor support to provide a positive and supportive environment for volunteers of all ages, background and abilities.
4. Work with ReStore manager and others to discuss training needs, gaps in schedule and to define volunteer roles as required.
5. Develop and manage partnerships with appropriate organisations for placement and training opportunities at Habitat ReStore.
6. Attend exhibitions, events and conferences, as required, to raise awareness of Habitat programmes and promote volunteering opportunities.
7. Support the development and implementation of appropriate programme policies, procedures and best practices.

8. Manage relationships with internal/external service providers as appropriate.
9. Ensure all administration is completed as required – consent forms, partnership agreements, legal and statutory paperwork and effective tracking of all metrics on database
10. Undertake any other reasonable tasks as required by the organisation.

PERSONNEL SPECIFICATION:

The personnel specification identifies the essential and desirable qualifications, experience (paid work and voluntary), skills, abilities and knowledge required to be able to fulfil the function of this post effectively.

When completing the application form please ensure that you clearly outline how you meet each criterion listed in this specification.

Essential

1. Experience in the delivery, facilitation and ongoing evaluation of programmes.
2. Minimum of 2 years' experience in the coordination of logistics for delivery of a project or programme.
3. Excellent interpersonal and communications skills, verbally and in writing
4. Experience of working with and organising volunteers, individually and with groups
5. Understanding of safeguarding and experience of risk assessment in relation to working with volunteers and minors.
6. Strong organisational skills, attention to detail and the ability to adapt and manage competing priorities in a busy working environment, whilst maintaining high standards.
7. Experience of working as part of a team and the ability to work independently and use your own initiative.
8. Strong computer skills and experience in using Microsoft Word, Excel, Powerpoint and Outlook.
9. Valid driving licence and access to a car to undertake duties associated with this role. Flexible and available to work occasional evenings and weekends.
10. Committed to the vision and mission of Habitat for Humanity and a working style that reflects these.

Desirable

1. Relevant qualification in facilitation, training delivery and development, or volunteer management.
2. Experience in running programmes and facilitating groups of primary and post-primary school age.
3. Experience in designing and developing materials, sessions and programmes.
4. Experience of delivering training and facilitation to cross-community and vulnerable groups especially mental health challenges
5. Broad understanding and knowledge of community relations, community regeneration and global development.

Organisational Values & Safeguarding

Active support of Habitat's Values:

- Humility – We are part of something bigger than ourselves.
- Courage – We do what's right, even when it is difficult or unpopular.
- Accountability – We take personal responsibility for Habitat's mission.

Safeguarding:

Habitat requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children and vulnerable adults), and promotes the implementation of Habitat for Humanity's code of behaviour.