



Remembering Indian Soldiers

Job Description: Project Coordinator

Location:	London
Contract:	10 months (2 Days a week) to end of project 30th November 2017
Salary	£26,000 per annum, pro-rata

Overview:

Share Your Heritage is a unique project examining the contribution of the Hindu community as well as other less well known communities during the First World War. This is an exciting opportunity for someone who is passionate about managing a multi-faced workload working with diverse communities and a dedicated team of volunteers. It will be the role of the Project Manager to have the day to day responsibility for the planning, management, coordination and financial control of the project. The role is to provide leadership to the project ensuring so that it fulfils its objectives and bring out the contribution of Hindu and other less well known communities in the forefront of heritage legacy.

Reports to	Project Manager
Responsible for	Day to day coordination of the project to ensure with Heritage Lottery Fund processes and requirements

Key Relationships

Internal:	Golden Tours Foundation Trustees, Project Manager, Digital Design team, and Volunteers
External:	Community groups; funders; experts, contractors and other external agencies.

Key Objectives

To support the project manager and other team members in all aspects of the project's activities, including service provision, volunteering and community liaison.

To represent the project in various public contexts and to develop and maintain relationships with key external partners and agencies

To facilitate the continued expansion and development of the Charity's services through effective partnership working with diverse group of people and organisations.

To manage the operational plan, ensuring that the objectives are being met.

Principal Accountabilities

Provide clear leadership, direction and management for the project; its employees and volunteers

Act as a source of inspiration, motivation and support for employees and volunteers

Support the Project Manager to implement operational plans which reflect the agreed strategy of the project.

Work with and support the Trustees to ensure good governance of the project

Support the Project Manager to ensure that the legal requirements of the project are met.

Attend and report to the Project Manager and Trustees as required.

Report information to the Project Manager in a timely and accurate manner, to reflect the delivery and other achievements of the project.

Ensure the timely production of papers, reports and minutes as required

Ensure that the Project Manager is updated on issues of strategy and other drivers of the project

Ensure the continued development, quality levels and effectiveness of delivery of project

Develop and maintain a thorough knowledge of the project's strategy and content including the WW1 heritage landscape as a whole.

Evaluate the workload to ensure that an efficient, effective, quality service is being developed

Facilitate consultation with users to ensure that the project continues to be responsive to their needs.

Ensure that, where contracts are in place for the project, all contractual requirements are met.

Develop and maintain relationships with external agencies and partners, particularly in the heritage and community sector.

Increase the Project's profile, reach and influence

Represent the project in the wider context of the WW1 Commemorations and participate in meetings and other forums as relevant

Positively represent and promote the Project in all its dealings with external agencies

Ensure compliance across all media with the Project's including online and in print, ensuring that all output is of the highest quality and reflects well on the objectives of the Project.

Support the Project Manager in the overall editorial function of the Project's editorial output on all platforms including the website and social media channels

Support the HR, Finance and IT functions of the Project

In conjunction with the Project Manager and the Golden Tours HR and Finance team ensure that the Remembering Indian Soldiers team are compliant with existing processes in all aspects of Finance and Human Resources matters.

Support Health & Safety and Risk Management

Ensure 'safety first' culture within the Project, especially when producing external events public arenas

Devise and implement a Risk Management Register to monitor key areas of risk on the Project

Application Process:

Please send your CV and covering letter by either post or email to:

Nitin Palan (Chair)
Golden Tours Foundation
156 Cromwell Road
LONDON SW7 4EF

npalan@goldentoursfoundation.co.uk

For further information or any queries please contact Jane Roemer at jroemer@goldentoursfoundation.co.uk

Please ensure you explain your relevant experience and skills addressing the 7 principal accountabilities outlined above together with skills and experience requirements below.

Any other responsibility commensurate with the role or required to fulfil the expectations of the position.

Person Specification – Knowledge and Experience

Essential

Experience in a voluntary and or community sector organisation

Financial knowledge and an understanding of financial management procedures

Experience of marketing and promotion.

Experience of producing events and other related activities

Desirable

Knowledge and understanding of Indian contribution to WW1 and WW2 commemorations in general

Experience in working with, and implementing, quality systems to ensure high-quality services and content are delivered

Skills, Abilities and Competencies

Committed and highly self-motivated with ability to enthuse, inspire and motivate others to ensure the objectives of the Project are achieved

The ability to work in a self-directed manner, and as part of a team, including the ability to develop and build good working relationships with all stakeholders and partners.

Excellent organisational, written and verbal communication skills

The ability to network and communicate with a wide range of personnel

Highly professional approach to all tasks

Ability to work under pressure, managing competing priorities, and ensuring deadlines are met.

Good organisational, administrative and time-management skills.

Computer literacy in dealing with standard MS Office packages