

Job Description

Job Title - Project Co-ordinator

Location - Sahil, 449 Foleshill Road Coventry CV6 5AQ

Responsibilities

- To deputise for the Centre Manager when required by her or the Board
- To be responsible for the line management of first level staff
- To lead on data collection, monitoring and evaluation of Sahil's work
- To take the lead on the overall delivery of all Sahil services
- Together with other staff to develop bespoke workshops for delivery to Sahil clients
- Together with the Volunteer Co-ordinator to take responsibility for work with volunteers
- To assist the Centre Manager in identifying funding opportunities and in applying for funding
- To undertake any other duties in line with the responsibilities outlined above

Person Specification

- Previous experience of managing staff and budgets
- Excellent organisational, planning and time management skills
- The ability to work to tight deadlines
- Good problem-solving skills with the ability to think both logically and creatively
- Good communication and negotiation skills
- Excellent report writing skills
- Good IT skills
- Some knowledge of bids writing and tendering