



Create Strength Group, 35 Salem Street. Bradford BD1 4QH - Registered Charity No: 1193551 - www.cslhg.org

## Job Description Ref: **NLRC-FJR02-2022-PCO**

**Create Strength Group (CSG):** Founded in March 2015, Create Strength Group's heritage lies in providing support to long-term chronic users of cannabis, spice and legal highs, Create Strength Group has evolved beyond this core focus to now provide essential information, advice, assistance, and support to anyone whose life is being affected by their own, or someone else's, addictive behaviour.

We host dynamic mutual aid support groups in local venues and online where experience and advice are shared in a safe non-judgmental abstinence-based user led environment. We use, web, social media, and emerging technologies to promote our proven delivery model. We believe all drug users have the ability to turn their lives around and make positive, sustainable changes to their personal circumstances and the communities they live in.

The serious issues we address include anxiety and depression, sleep and insomnia, unemployment, homelessness and poverty, offending, and child custody issues. Our target members might be living isolated, anxious, and unfit for work or social activity.

We have consistently achieved transformative improvements in our hard to reach and seldom heard diverse cohort, supporting members with serious lifelong addictions, and have helped them grow and develop into volunteering, employment and general health and wellbeing.

The group's services include-mutual aid, training, and research.

<b>Title of post:</b>	<b>PROJECT COORDINATOR</b>
<b>Responsible to:</b>	<b>PROJECT LEAD</b>
<b>Hours:</b>	<b>20 HOURS p.w – turning to Full-time (40 hours) in July 2023</b>
<b>Salary:</b>	<b>£23,409 pro rata - with 2% rise agreed from 01/07/2023</b>
<b>Location:</b>	<b>Central Bradford/Online</b>
<b>Progression:</b>	<b>6-Month Probation (NJC-Scale AO-5.17 by July 2023)</b>
<b>Annual Leave:</b>	<b>The post holder is entitled to 26 days paid holidays per year (pro rata)</b>



**Role Purpose:** To support the project lead in the planning & delivery of the organisation's services by providing project-based coordination. A key part of the role is to facilitate meetings and provide support to group associates.

The Project Coordinator is a key role within the organisation, supporting the charity's operations in providing effective management of CSG'S portfolio of activity including the Group's volunteer programme.

A hands-on approach to winning new business and bid writing accompanies this role.

The Project Coordinator will drive services in a project-based manner, documenting the design, execution, and evaluation of each individual project. Initiative, innovation, quality discretion and commitment are key components to this appointment.

Training will be provided in this role.

## **Main responsibilities**

### **1. Proactive role in supporting the Project Lead**

- Assist the Project Lead in the provision of proactive day-to-day operational support for the organisation.
- Support the Project Lead in the research, writing, design and submission of bids, contract tenders and winning new business,
- Ensure the organisation's data, policies, procedures and public information is up to date, relevant, secure and accessible, taking a proactive approach to seeking updated information where appropriate.
- Act under agreed levels of delegation from the Project Lead to transact matters on their behalf, providing professional and proactive representation and ensuring confidentiality and discretion where required.
- Support and work with colleagues, associates, trustees, and volunteers to identify solutions to resolve matters as they arise, ensuring queries directed to the project owner are handled in a professional, friendly and efficient way and escalating matters of concern in a timely manner with recommended response.
- In this role there is a requirement to facilitate meetings on Sunday 17:30 -20:00. This time will form part of normal working hours which will not exceed 40 hours. A mutually convenient working pattern will be agreed between the successful candidate and the Project Lead.



## 2. Project Support

- Act as a key figure in the co-design, development, execution, and evaluation of CSG projects, services and activities
- Take responsibility for the project coordination of the process flow, methodology and administration of projects whilst providing facilitation for meetings, training sessions and other activities.
- Work closely with the Project Lead to deliver the production, co-ordination, maintenance and evaluation of project plans, and ensure milestones are met.
- Research and prepare documents in partnership with the Project Lead and drive projects as required.
- Support the Project Lead to develop training and research.
- Support the Project Lead to develop and implement fundraising/ marketing strategies
- Build and maintain close rapport with the CSG Team, Board of Trustees and all internal and external stakeholders, acting as an ambassador for the Project Lead.

## 3. Continuous Improvement

- To proactively seek opportunities to improve support to associates, win new business and raise the profile and reputation of the charity.

## 4. Team Member

- Role models CSG values and behaviours
- Work and behaves in accordance with all CSG policies and procedures.
- Upholds the fundamental principles of the charity and acts with integrity.
- Undertakes any other relevant duties as may be required by the Project Lead.

## 5. Supporting Service Users

- Manage correspondence and enquiries via email, phone web and social media
- Triage associate support needs and signposting to appropriate services.
- Manage referrals liaising with statutory services.
- Guiding, supporting and promoting recovery



### Person Specification

Essential	Desirable
<b>Skills, knowledge and Experience</b>	
MS Office skills particularly Word/PP/Excel	An understanding/Lived experience of addiction & recovery
Positive outlook and team player	Experience of managing or participating in project teams
Knowledge of project management principles	Experience of peer support networks
	Experience/skills in group facilitation
	Working experience in project management roles

**Pre engagement Checks:** The successful candidate will undergo an enhanced DBS check and will be asked to provide a professional and personal reference.

**Closing date for applications:** 23:59 on 01/06/2022 with interviews w/c 13/06/2022

**Send applications to:** [jobs@createstrengthgroup.org](mailto:jobs@createstrengthgroup.org)

**Further Information:** If you require further information about the role or wish to have an informal conversation regarding any aspect of the application process, please contact Dave Memery on **07563 184362** [dave.memery@cslhg.org](mailto:dave.memery@cslhg.org)

**Web:** <https://cslhg.org>

**Twitter:** <https://twitter.com/cslhginfo>

**Facebook:** <https://www.facebook.com/cslhg>