



Bridges Over Troubled Waters Project Coordinator

The above organisations are looking for an experienced and highly organised Project Coordinator to support our group in project planning, information and data management, and communications for multiple, community-based projects. The successful candidate will help us work effectively and efficiently to design and deliver initiatives within our community, respond rapidly to community needs, and measure and report our impact to funders and others. The new Project Co-ordinator will be a central part of our close-knit, vibrant and committed team.

Your role will be a crucial one within the community, and the work you do will keep us organised and on track. You will have the opportunity to gain experience from others within the team and be part of a friendly team who are committed to improving the lives of Derby's Black Community

Person specification

In deciding who to shortlist and appoint to this post, we will be looking for evidence of the following skills, knowledge, experience and personal qualities.

- Strong IT skills including word-processing, spreadsheets and e-mail.
- Ability to motivate and engage people in a community setting.
- Project Management experience.
- Excellent communication skills, both orally and written.
- Ability to prioritise, structure and manage own work load in order to meet deadlines.

Contract type: Temporary; 6hrs per week for 6 months with the hope that this project will be extended.

Salary: £15/hour

For further information:

secretary@blackcommunitymatters.org

To apply, please email your CV and covering letter to: secretary@blackcommunitymatters.org

Closing date: **01st June 2021**

Interviews to take place on the afternoon of 4th June 2021.

**WINDRUSH
2021**