



Wales **Co-operative** Centre
Canolfan **Cydweithredol** Cymru

The Wales Co-operative Centre is an innovative, forward-thinking organisation, focused on helping Wales to become a better, fairer, more co-operative nation. For almost 40 years we have supported the growth of co-operatives and social enterprises, delivered significant programmes that tackle digital and social inclusion and, more recently, strengthened our commitment to digital leadership and innovation in all areas of our work. We continually seek opportunities to influence and effect change, based on our extensive knowledge and experience across key areas of social and economic policy.

As an equal opportunities employer, we now invite applications from all sections of the community for the post of:

**Project Co-ordinator:
Community Shares Wales Resilience Project (CSWRP)**

Job Purpose:	To provide first class administrative, monitoring and marketing support to project colleagues, clients and Wales Co-operative Centre staff.
Starting Salary:	£11,790 (equivalent to £23,579 per annum FTE).
Contract:	Fixed term from 1 st October 2020 to 31 st March 2023. This post is funded by the National Lottery Community Fund.
Hours:	17.5 hours per week.
Location:	Any of the Centre's office premises or remote working from home, with travel to Head Office in Caerphilly as required.
Closing date:	22:00, Monday 17 th August 2020

To apply, or for more information about us, our culture and values, please visit <http://wales.coop/careers/> or alternatively telephone 02920 807113 citing job reference PCCSWRP/0820.





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Job Description
Project Co-ordinator:
Community Shares Wales Resilience
Project (CSWRP)

Project Purpose: The project will build capacity and resilience within the community shares sector across Wales by empowering more members of the public to take an active role in community ventures through using community shares investment to save and develop community services and assets across Wales.

The long-term goal of the project is to "establish a thriving and resilient community shares market in Wales, led and supported by community members working together to safeguard their local services, assets and facilities for the future."

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Geographic Coverage: This post will provide support across Wales.

Accountable To: Project Manager.

Role Specific Main Duties and Responsibilities

1. Be the first point of contact for all CSWRP enquiries.
2. Administer the enquiry process, ensuring that the client is accepted on to the project in an efficient and customer focused manner.
3. Collect all base line data for all new enquiries and accurately record all referrals.
4. Implement and maintain effective project administration, management information and monitoring systems.
5. Co-ordinate a comprehensive client engagement programme and develop relationships in the community with clients, business support delivery providers and partners.
6. Manage and prepare computerised reports, providing information and data as required to the Project Manager or wider management team.
7. Update content as and when required on the project website.
8. Promote the Community Shares model, its activities and its community via a diverse range of marketing activities such as social media, community activities and events.
9. Support the Policy and Communications team to promote the services of the project to potential clients and stakeholders.
10. Monitor all aspects of project delivery and proactively report progress on outcomes to the Project Manager.
11. Attend virtual meetings and workshops and support with the organising of activities.
12. Provide general clerical and administrative support for the project team and the Wales Social Co-operative Forum, including taking meeting minutes.



13. Support the Project Manager in the procurement of any external services and the ongoing administration of contracts.
14. Support the Project Manager to administer and manage project budgets.

Wales Co-operative Centre Duties and Responsibilities

1. Work co-operatively with other staff and Wales Co-operative Centre programmes to promote the work of the Centre and facilitate achievement of the Vision.
2. Contribute to and represent the values of the Wales Co-operative Centre.
3. Promote and ensure safe working practices in line with Health and Safety requirements.
4. Adhere to all Wales Co-operative Centre policies and procedures.
5. Actively promote diversity within the Wales Co-operative Centre.
6. Play an active role in achieving excellence.
7. Maintain proper records of activity and produce reports as required.
8. Regularly attend and contribute to team meetings.
9. Work flexibly, including early mornings, evenings or weekends as necessary.
10. Travel as necessary to meet the requirements of the post.
11. Undertake professional development as required.
12. Undertake such other duties appropriate to the level of the post that may reasonably be required.

It should be noted that this job description merely provides a summary of the main duties and responsibilities of the post. It may be subject to periodic review and modification in conjunction with your Line Manager and the HR and Corporate Support Manager which may lead to revisions in light of operational requirements.



This document outlines the knowledge, skills and behaviours which our ideal candidate will be able to demonstrate. If you feel that you could be the next member of our team, please tell us how you meet the criteria listed in section 1 within your application. Please address each point clearly.

1.0 Role Specific Knowledge / Skills / Behaviours	
1.1	Proven practical experience in office administration OR a Recognised Office Administration Vocational Qualification
1.2	Proven experience of analysing and interpreting data and identifying opportunities for innovation or improvement.
1.3	Experience of organising events, calendars, activities etc.
1.4	Experience of communicating with people from a range of backgrounds
1.5	Proven experience of administering and updating basic web content (ideally Wordpress).

NB: The ability to communicate in Welsh is desirable but not essential for this role.

All Wales Co-operative Centre staff are also expected to be able demonstrate the following core skills and behaviours. Some or all of these will be tested at interview stage.

2.0 Core Skills	
2.1	Ability to manage own workload, time and diary in order to meet deadlines / achieve outcomes
2.2	Ability to work independently with minimal supervision
2.3	Ability to work calmly and efficiently under pressure
2.4	Ability to work co-operatively and effectively as part of a team
2.5	Ability to competently use MS Office and online/virtual meeting software such as MS Teams, Zoom, Skype etc
2.6	Ability to deliver excellent customer service
2.7	Ability to communicate effectively, verbally and in written format, across various audiences
2.8	Ability to build relationships with internal and external stakeholders
2.9	Ability to identify opportunity for innovation and solve problems
2.10	Ability to adapt to change

3.0 Core Behaviours	
3.1	Co-operation – work collaboratively for mutual benefit
3.2	Support – give your time, expertise and encouragement
3.3	Fairness – value diversity and democracy
3.4	Integrity – strive to be open and honest in everything that you do
3.5	Positivity – invest your energy on achieving outcomes
3.6	Inspire - stimulate businesses, communities and people to take control and reach their potential
3.7	Punctual

3.8	Committed to continuous professional development
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