



A Project Jointly Managed By

The Fircroft Trust – Registered Charity No.802456
Kingston Voluntary Action – Registered Charity No. 257551
Mind in Kingston– Registered Charity No.1076791

JOB DESCRIPTION

Post: **Project Coordinator
(Full Time – 37.5 hours per week)**

Reporting to: **Project Manager (Kingston Community Furniture)**

Job Purpose: To coordinate all operational areas of the Project's activities including service user participation, management of support staff and overall performance in accordance with best practice guidelines. In conjunction with the Project Administrator (Kingston Community Furniture) to maintain strong financial management of Kingston E Co-op budgets, ensure any contracts are fully maintained and new contracts sought together with any other actions required to comply with the Project's capacity building policies.

Main Duties

1. Strategic Direction

- 1.1 Develop, and keep under review, Kingston Eco-op forward strategy for service provision and contribute to the strategic plan.
- 1.2 Advise the members of the co-op on all questions of strategy and policy developments and their implementation.
- 1.3 Supervise and develop all members of the Kingston Eco-op staff team.
- 1.4 Implement and maintain a positive strategy to staff recruitment, training & development, including personal training & development needs. ensuring access to all necessary courses.
- 1.5 Liaise personally with other organizations, drawing on their experience as appropriate to benefit our own service users.

1.6 Ensure the development of the Project as a whole through liaison with:

- ◆ Chief Executives/Project Managers of Kingston E Co-op's constituent organizations
- ◆ The Royal Borough of Kingston upon Thames
- ◆ Kingston Primary Care Trust
- ◆ South West London & St George's Mental Health Trust

1.7 Keep abreast of developments in the field of mental health and contract management, keeping staff and managers informed of them.

1.8 Take the initiative in seeking new contracts and project funding both from statutory services and other organizations.

1.9 Recommend to the Kingston Eco-op Partnership realistic areas of development to meet identified needs, ensuring that all staff, service users and volunteers to have the opportunity to participate in service development.

1.10 Devise and lead in the implementation of service development.

2. Operational Performance

2.1 Provide a support and supervisory role for all the Kingston E Co-op staff team ensuring supervision and appraisal interviews at regular, agreed intervals.

2.2 Work individually with the constituent organizations of Kingston E Co-op to establish and maintain consistent levels of support for all service users.

2.3 Oversee and monitor the delivery of efficient and professional services in accordance with the ethos of the constituent organizations of Kingston E Co-op demonstrating a '*hands on*' approach.

2.4 Have final responsibility, through management structure, for the maintenance of effective administration throughout the Kingston Eco-op. This will include all personnel procedures and records, as well as service administration, as required by the policies and procedures of the constituent organizations and their funders.

2.5 Keep abreast of all management, service provision, staffing and financial matters within Kingston Eco-op acting, advising and supporting staff accordingly and communicating to others as necessary.

2.6 Receive regular support, supervision and an annual appraisal from the General Manager of Mind in Kingston or a nominated person.

3. Representation & Communication

3.1 Ensure that positive public relations pervade all activities of Kingston E Co-op and represent the organization and its aims in a positive manner at all times.

3.2 Ensure that the finances of Kingston E Co-op are maintained in a proper order.

3.3 Contribute to the production of an annual report.

This job description is not exhaustive and the post holder may be required to undertake other duties following consultation with their line manager. It will be subject to regular review in the light of changing service requirements and as part of regular monitoring and appraisal procedures.