**Job Description**

**Job Title: Project Coordinator**

**Grade: 3B**

**Salary: £23,000 per annum (pro rata £13,800)**

**Hours: 21 Hours per week fixed term contract to 31 March 2023**

**Location: Glasgow**

**Reporting to: Deputy CEO**

**Job Description Summary**

The Project Coordinator provides support to the Deputy CEO. The Project Coordinator will be responsible for the day to day running of the ‘Accessible Travel for Disabled People’ project for Transport Scotland with support from the Deputy Chief Executive Officer. This post has a high level of responsibility for designing, delivering, evaluating and reporting on specific project work. The postholder is expected to manage their own workload and work with a significant degree of autonomy.

**About the Project**

Disability Equality Scotland is a key delivery partner of Transport Scotland’s [Accessible Travel Framework](Accessible%20Travel%20Framework) and has current responsibility for taking forward outcomes to improve accessibility for disabled people on Scotland’s public transport network.

We are now seeking a Project Coordinator to lead on research and evaluation work relating to Transport Scotland’s Annual Delivery Plan priorities for 2022-23. This is likely to include the design and analysis of surveys, liaison with partners and stakeholders, facilitation of workshops and webinars and monitoring, evaluating, and reporting.

**Project Management**

* The post of Project Coordinator has responsibility for delivering specific project work as dictated by funders.
* This requires leading the project from inception to completion, designing the research elements and preparing a project timeline in collaboration with partner organisations to ensure project milestones are delivered on time and to budget.
* There is a high level of communication skill required for this post in order to engage with stakeholders on a strategic level and develop communication and research materials suitable for the research subjects.
* An element of decision making is required as the post holder will have to exercise tact, diplomacy and political understanding to deliver project objectives while managing competing priorities across organizational boundaries.
* The postholder will be required to represent the organisation at both strategic and operational levels.

**Research**

* Requires a high level of research skills.
* Hold a strong understanding of survey design and utilise a variety of analytical techniques to extract data and feedback to inform the direction of the project.
* Ability to translate strategic policy objectives into training materials which are in line with the training needs of specific learners and organisations, as required by the project.
* Gather existing data and evidence, using literature reviews and knowledge of wider Scottish Government work to set the project in context.
* Identify training and support needs of research subjects to meet project milestones.

**Stakeholder Relationships**

* Responsible for establishing the key relationships with stakeholders and key operation staff through a series of meetings to determine the logistics of undertaking the work.
* This post will discuss and agree the importance of the project work, setting it in wider context of Scottish Government work.

**Monitoring and Evaluation**

* Monitor the project progress at all stages, with regular contact, dealing with day-to-day enquiries, with support from the Access and Engagement Coordinator.
* Design and implement monitoring and evaluation practices, identifying the most suitable research methods (both qualitative and quantitative)

## Reporting

* Produce quarterly reports to funders and working with the Deputy CEO to undertake a full project validation in line with funding arrangements.
* Provide Deputy CEO regular updates on project progress.

# Demands of this post

This is a demanding post that requires flexibility and the ability to manage a heavy workload with competing demands and deadlines.

The post requires a level of communication skills and interpersonal skills, displayed both internally with staff and externally with partners, funders and stakeholders.

## Job Factors

The Job Factors listed below, outlines the knowledge and skills required to successfully function in this role. The Job Factors cover a variety of areas pertaining to the role, for example, the level of education/experience required, supervision received, and analytical skills and ability required for the job.

| **Factors Required** | **Essential (E)**  **Desirable (D)** | **Evidence** |
| --- | --- | --- |
| 1. **Knowledge/Education/Qualifications/Job Experience** | | |
| Relevant Degree or equivalent | **E** | **A** |
| Demonstrable practical procedural knowledge:   * High level PC literacy - Microsoft windows package (Word, Excel, PowerPoint) * WordPress and web content management * Website accessibility * Social Media communication * GDPR and company privacy policy | **E** | **A** |
| Theoretical knowledge:   * Research methods, both qualitative and quantitative * Scottish Parliament policy development * Community engagement and development (Third Sector and Local Authority) * Principles of accessibility and inclusion * Principles of inclusive communication * Social Model of Disability * Equality Act 2010 * Human Rights | **E** | **A / I** |
| Demonstrable Experience:   * High level of communication engagement skills * Project support * Campaign design and delivery * Survey design * Consultation and engagement | **E** | **A / I** |
| 1. **Communications** | | |
| Requirement to do most of the following:   * Regularly representing Disability Equality Scotland at formal meetings involving internal and external stakeholders. * Building and maintaining relationships with major partners is a key part of the role. e.g., Members, Access Panels, Project Stakeholders, Sponsors etc. * Communicate on non-routine matters involving both exchange and interpretation of information with people at several levels, internally and externally. * Occasional interaction requiring a sensitive and diplomatic approach using skills of empathy and assertiveness. * Deal occasionally with interpersonal conflict resolution where postholder required to resolve major issues such complaints from staff, members, Access Panels e.g., using mediation skills. * Train, coach or motivate stakeholders such as members of staff, Members, Access Panels etc. and/or exchanging orally or in writing varied information with a range of audiences or using advisory, guiding, negotiation or persuasion skills. * Use various interpersonal skills to meet needs of internal or external stakeholders. * Write or present complicated or sensitive information with a range of audiences in Disability Equality Scotland. | **E** | **A / I** |
| 1. **Staff Responsibility** | | |
| Continual responsibility for supervision of the work of directly employed people working within the organisation. These responsibilities will be confined to day-to-day issues of advice and guidance but would not extend to situations that have a significant ongoing effect. This means supervision of daily tasks and does not extend to line management. | **D** | **A / I** |
| 1. **IT and Resources** | | |
| The job involves high level direct responsibility for resources and/or information, involving some of the following.   * handling considerable amounts of highly sensitive manual or computerised information * adaptation, development and/or design of significant information systems * occasional responsibility for business-critical information. * adaptation, development, or design of a wide range of equipment * security of a range of high value physical resources e.g., office and event equipment * management of ordering and stock control of a wide range of supplies * procurement of a wide range of services or equipment | **D** | **I** |
| 1. **Finance** | | |
| * Can recommend the purchase of some physical assets or supplies, obtaining approval from signatory, or * monitors or contributes to the drawing up of project budgets or financial initiatives | **E** | **I / A** |
| 1. **Training** | | |
| Responsible for the delivery of induction training on a range of subjects or design and delivery of specialist training within own remit | **D** | **A** |
| 1. **Decision Making** | | |
| * Responsible for progressing a series of activity (or range of areas of work or range of responsibilities) within recognised guidelines, making frequent decisions, and exercising initiative and acting within delegated authority without ready access to senior guidance. * Responsible for decisions that affect own area. * Responsible for own workload and may influence workload of others. Has freedom to act within defined policies and procedures subject to management direction (but not supervision). * Requires jobholder to solve differing problems for self and others by using some analysis of theoretical knowledge and practical experience. May consult manager on strategic policy and resource issues. | **E** | **A** |
| 1. **Leadership** | | |
| * Provides limited direction to others. * Assigns checks and maintains flow of work where procedures are standardised, or; * Performs more involved phases of same work done by other staff, with added responsibility for assigning, checking, and maintaining flow of work, or; * Leads other employees but with some limits on authority, contributes to the performance review rather than having prime responsibility, or; * Provides functional guidance and/or specialty advice on the interpretations of policies and practices to operational leaders | **E** | **A** |
| 1. **Working Conditions** | | |
| * Flexible to respond to the demands of the role, which can include some evening and weekend work * Able to travel to meetings as and when required * Ability to use Visual Display equipment on daily basis. | **D** | **A** |

**Essential Requirements** are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

**Evidence:** Application (A); Interview (I); Presentation (P); References (R)