

Job Description

Job Title: Project Co-ordinator

Reporting to: The voluntary board of the Gay Project Ltd. 4 South Terrace, Cork, Ireland.

Main Purpose of Job

To lead and develop the pre-existing community development project the Gay Project. This project is working with gay, bisexual men and men who have sex with men (MSM) in Cork and Kerry. The mission of the project has been to support the full participation of gay, bisexual men and MSM in the social, economic, cultural, political and artistic life of the wider Cork region and beyond. At present the Gay Project receives its main funding as a section 39 organisation from the HSE.

Key Areas of Responsibility

Community Development and Health

Using a community development approach:

1. Develop and implement a community health programme encompassing the social determinants of health model.
2. Develop and promote the Gay Project's positive mental health programme.
3. Facilitate the Gay Project's Awareness training to the broader sectors of society.
4. To liaise and engage with other local community groups, statutory networks and committees.
5. Provide when necessary, one to one support and information to service users.
6. Ensure on-going consultation with community members with respect to needs and issues identified and then implemented through the strategic plan.
7. Review and evaluate programmes and plans as necessary.

Fundraising

To lead, drive and implement the Gay Project's fundraising strategy to ensure a sustainable income:

1. Together with the Voluntary Board develop an annual fundraising strategy which supports the strategic objectives of the organisation in the short, medium and long term.
2. Continuously review the strategy to achieve maximum generation of funding and voluntary income.
3. Identify potential sources of income and funding and develop appropriate methods of targeting these sources.

4. Co-ordination of the funding application process, including preparation of funding proposals, budgets, forecasts etc.
5. Develop and maintain positive and close working relationships with funders.

Financial Management

Overall responsibility for the day-to-day financial operations and financial management of the organisation:

1. Preparation of financial plans and budgets for the organisation.
2. Production and presentation of regular financial reports to the Voluntary Board.
3. Provision of information to enable the preparation of the annual statutory accounts.
4. Manage and maintain internal financial controls, policies and procedures.
5. Oversight of daily accounting tasks including the preparation of payroll etc.

Human Resources

1. Lead, manage and motivate the the Gay Project team.
2. Ensure staff contracts are reviewed and renewed in a timely fashion.
3. Attend regular support and supervision sessions with staff and/or Voluntary Board members.
4. Ensure staff have clear roles, responsibilities, targets and appropriate support to excel in their work.
5. Assist the Voluntary Board in managing the performance of staff including induction, supervision, support, performance reviews, development and training plans for staff.

Policy

1. Representing the Gay Project at local, regional and national policy development thus ensuring that the ethos, aims and objectives of the Gay Project are maintained and promoted both within the LGBTQI sector but also with external service providers and influencers (both statutory and voluntary).
2. Assist the Voluntary Board in developing and implementing strategic and developmental policies to ensure the on-going development and sustainability of the Gay Project as an organisation.
3. Network and support the LGBTQI sector in relation to policy development.
4. Liaise effectively and develop strong partnerships with other external bodies and influencers and present a professional image of the organisation.
5. Continue to work closely with the Health sector to develop programmes to ensure positive health outcomes for the LGBTQI sector.

Fulfil any other tasks and duties as directed by the Voluntary Board.

Project Co-ordinator Person Specification

The role requires a person skilled in working within community development settings and minority groups, in particular the LGBTQI sector. This job requires a professional, energetic and enthusiastic person suited to working in a very flexible, adaptable way within a small team with a willingness to work regular unsociable hours as part of the work plan.

The ideal candidate will have the following:

Qualifications & Experience:

Essential Requirements

- Recognised qualification in Community Work, Social Work, Social Science or other related area and/or 3-5 years full-time experience of working in the community and voluntary sector.
- Management Experience – team based staff management, ability to implement strategic plan and policy development,
- Experience of working with volunteers and galvanising wider community involvement, preferably in a supervisory capacity.
- Demonstrate excellent English language skills.

The appointment is subject to satisfactory references and garda vetting.

Experience and Knowledge

- Programme and project implementation and management.
- Organising and managing meetings, negotiating, and working with others to develop and deliver strategic responses to challenges identified.
- Development of presentations and delivery to groups and services.
- Understanding of and experience in designing, delivering and facilitating training programmes.
- Managing evaluation processes and the dissemination of what is learned.
- Team leadership.
- Working with voluntary steering committees.
- Working with statutory agency and departmental personnel and funders.
- Significant experience of working with minority groups – preferably within the LGBTQI sector and/or gay men, bisexual men and MSM.
- Clear understanding of policy, practice and organisational development

Skills and Abilities

- Demonstrable understanding of LGBTQI community issues, particularly for gay men, bisexual men and MSM
- Excellent writing, presentation and communication skills
- Ability to lead a team effectively
- Conceptualising, addressing issues strategically and ability to innovate
- Partnership development and working with consortiums to deliver change
- Dealing with the media and maintaining on-going relations with them
- Dealing with people that are heading up small and local-focused initiatives, often voluntarily, often on a part-time basis
- Liaising with people at senior level in policy making and implementation
- Identifying sources of new funding and accessing same to meet existing needs

- Producing wide-ranging correspondence and reports professionally
- Building large networks of contacts and utilising these to progress matters

Motivation

- Strategic and pragmatic, interested in change that is significant and sustainable
- Committed to matters of equality, social inclusion and advocacy

Attributes

- Strong interest and knowledge of the LGBTQI Community and particular knowledge of issues facing gay men, bisexual men and MSM.
- Strict adherence to the confidentiality of the work involved in the project.
- Positive, pro-active, solution focused, flexible, energetic, innovative and respectful.
- Leadership skills and team building skills.
- Adhere to the goals and ethos of the Gay Project.
- Possess cultural awareness and sensitivity.
- Must maintain strict confidentiality in performance of duties.

Other

- To be willing to work outside normal office hours.

Terms of Employment

Salary: €41,691 – 43,346 – 44,954 – 46,614 – 47,712 – LSI 1 49,274 – LSI 2 50,834 (linked to Executive Officer, dependant on experience)

Annual Leave: 25 days per annum

Location: Cork City

Term of Contract: 12 months probation – funding dependant

Hours: 37 Hours per week. Co-ordinator will be required to work some evenings and occasional weekends. Flexibility will be required.

Responsible to: The Gay Project Voluntary Board

Closing date for receipt of CV and cover letter outlining the reasons why you think you are suitable for this post is: Wednesday 6th May at 5pm sharp. Please send by email to CGPChair@gmail.com. Due to Covid19 pandemic interviews may take place via electronic link.