



# PROJECT DEVELOPMENT COORDINATOR

## Job description and person specification

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|--------------------|---|
| <b>Job title:</b>  | Project Development Coordinator   |
| <b>Hours:</b>      | Full time - 37 hours per week   |
| <b>Post Level:</b> | 3   |
| <b>Based:</b>      | Care for the Family's Head Office (Tovey House, Cleppa Park, Newport, NP10 8BA) |
| <b>Duration:</b>   | Permanent   |
| <b>Reports to:</b> | Resources Manager   |

## Background

Care for the Family (CFF) is a national Christian charity founded in 1988 which aims to promote strong family life and to help those hurting because of family difficulties.

We deliver a wide range of family-building events, including conferences, training programmes and seminars across the UK, attended by tens of thousands of people each year. Resources, courses and specialist programmes benefit many more.

## Job purpose

To plan and create new resources, and coordinate projects that strengthen family life.

## Main areas of responsibility

- To project manage the creation of Care for the Family's resources to a high standard and within budget.
- To manage production schedules and ensure deadlines are met.
- To work with film companies, designers and printers in the development and production of resources.
- To write, edit and proofread materials.
- To assist in developing content for live events, including the creation of PowerPoints and running orders.
- To assist in the preparation of live-event stage sets and produce relevant visuals.
- To revise and update existing written, audio and visual materials.
- To work across teams within the organisation, inputting ideas and advising on resource-based materials.

## Knowledge, skills and expertise

|  | Essential | Desirable |
|--|-----------|-----------|
| Experience of coordinating project work.   | ✓         |           |
| An ability to write to a high standard.  | ✓         |           |
| A creative eye for design and an ability to know what works well visually.   | ✓         |           |
| To be able to recognise what makes a good story and hold good editorial judgement.   | ✓         |           |
| A person with high-attention to detail.  | ✓         |           |
| A self-starter with good time management skills and the ability to prioritise their workload.  | ✓         |           |
| IT literate, which must include the ability to use Microsoft applications, as well as a willingness to be trained on other applications. | ✓         |           |
| Educated to degree level or equivalent in a relevant subject.  |           | ✓         |
| Experience in media production.  |           | ✓         |
| Ability to use Adobe Photoshop software.   |           | ✓         |
| A valid UK driving licence.  |           | ✓         |

## Our ideal Project Development Coordinator will ...

...be a strong communicator, both written and verbal

...be analytical and/or a creative thinker

...demonstrate good attention to detail

...be a problem solver and show initiative

...be a team worker

## Additional Notes

You need to demonstrate and/or be developing strength in all the essential areas listed on Care for the Family's standards and competency framework, which can be viewed on the jobs' page of the Care for the Family website. All staff are expected to become proficient in making practical use of Birkman data- training in how to use it will be provided.

## Occupational Requirement

Care for the Family is an organisation that has adopted a Christian ethos statement. Our Equal Opportunities Policy includes facility for justifying that certain posts have an occupational requirement that they may be occupied by people who can demonstrate a personal Christian faith. This particular post has such an occupational requirement attached to it.

Please read the following documentation, which can be viewed on the jobs' page of the Care for the Family website:

1. Organisational chart
2. Care for the Family's standards and competency framework

## Terms and conditions

- This is a salaried, full time, permanent position. The salary will be in the range of £21,000 to £24,000 per annum, according to experience.
- The standard working week is 37 hours, normally worked at 7½ hours a day Monday to Thursday inclusive and 7 hours on a Friday. These hours exclude an unpaid lunch break of minimum length ½ hour to be taken each day between 12.00 and 14.00. This role requires the job holder to be able to work away from home from time to time when this is necessary. Occasional overnight working may be required.
- The position is offered subject to the satisfactory completion of a three month probationary period.
- Holiday entitlement is five weeks per annum (rising to six weeks after two years' continuous service) plus statutory holidays.
- CFF operates a group personal pension scheme and will contribute a monthly payment equivalent to 10% of an employee's gross monthly salary to their plan within the scheme, once conditions for entry to the scheme have been met.



Care for the Family – a Christian response to a world of need.

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[www.careforthefamily.org.uk](http://www.careforthefamily.org.uk)