|  |  |
| --- | --- |
| **Job Title:** | **Project Co Ordinator** – SUPER MUMS |

|  |  |  |  |
| --- | --- | --- | --- |
| Department: | Approachable Parenting | **Position Type:** | Project based |
| Location: | Birmingham Head Office | **HR Contact:** | 0121 773 8643 |
| Rate | £11 p/h | Start Date: | ASAP |
| Number of Hours: | 12 hours per week | Type: | Leadership |
| Closing Date: | 29th November 2021 | Interviews: | 1st/2nd December 2021 |

We are looking for a part-time Project Co Ordinator to join the Approachable Parenting Team, Birmingham on a fixed term contract. You will play a vital role in supporting the delivery of our Super Mums project.

Approachable Parenting is located in Birmingham B12 9RG, in one of the most deprived areas of the city. The project will focus on Birmingham mothers to enable them to be ‘Super Mums’.

If you are enthusiastic and organised, have experience in a comparable role and possess strong organisational, team management, administrative and diary management skills, then this could be the role for you. We are looking for applicants who can demonstrate confidence in their work and be able to exercise both proactive and responsive approaches to situations. This will be combined with the resilience to deal with shifting priorities and demands. The successful candidate must be flexible and able to adapt to new situations. Ongoing support from the team will be provided. AP are providing a fantastic opportunity for the successful candidate to flourish in an ever-changing environment, working with colleagues at all levels within the organisation and wider. Approachable Parenting also work nationally within the UK delivering support in different community languages and delivering evidenced based, award winning courses on line to enable easy access to parents from hard to hear communities.

**JOB PURPOSE**

We are looking for a responsible Project Coordinator to administer and organise all activities, from simple activities to more complex plans in order to promote Super Mums project

Your role will involve meeting targets of the project.

# main duties and responsibilities

* To support women on our antenatal and postnatal WhatsApp groups
* Ensure a consistent link with health services, particularly midwifery, health visitors and perinatal mental health pathway (who will also identify and refer women to the project)
* Enable women to seek information, advice and support from relevant services
* Improve the resilience, self-esteem and confidence of women
* Improve women’s understanding of the importance of accessing maternal health services
* Increase engagement with other organisations to provide specialist and targeted support
* This role will enable women receiving appropriate and timely health interventions, as well as increased relationships between the BAME communities and services allowing for barriers to access to be explored, understood and tackled.
* Increase confidence of Sparklers and enable them to move into employment or education
* Undertake risks assessments of the venue, provide solutions where applicable for any issues – discuss issues with Approachable Parenting.
* Some travelling to venues will be involved
* Ensuring project deadlines are met and working with Approachable Parenting to ensure the project is running effectively

**Workshops**

* Assist in planning and set up of courses and workshops
* Plan and set up parent workshops to facilitate improving mental health and accessing services

**Funding Opportunities**

* Promote Approachable Parenting’s services to organisations and communities
* Build links with remote communities
* Work with Approachable Parenting Policies and Procedures
* Assist in raising the profile of AP.

**Additional Information:**

**This is a Birmingham based role.**

# requirements on applying:

To apply for this position, you will need to send in your CV and Cover letter to hr@approachableparenting.org.uk

Your cover letter **must include why you would be suitable for this job** and what skills and experiences you have to determine you as the best candidate for the job.

**Please note: This job is subject to hybrid working and in accordance to Government guidelines due to Covid, therefore may be subject to change.**

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Education and Qualifications** | * A level or above in education | * Graduate or higher level * Other qualification at this level may be considered |
| **Knowledge and Experiences** | * Project Coordination * Have good knowledge of Approachable Parenting: what we do and our core values and ethos. * Management/Leadership experience | * Administrative experience * Planning, directing, organising project work * Experience of outreach and making excellent connections with funders and other organisations. |
| **Skills** | * Ability to work with limited supervision, to make decisions and work on own initiative in accordance to the values of AP. * Ability to demonstrate strong IT skills, including Microsoft Office applications. * Effective communication skills * Professional manner in working ethics * Excellent listening skills * Excellent organisational and interpersonal skills. * Ability to establish and maintain good working relationships with a wide range of people. * Ability to work as part of a team. * Ability to operate within tight deadlines and manage own work. * Effective time management * Multi-tasking * Ability to communicate effectively, including writing skills * To be accountable for Project targets | * Flexibility and the ability to establish personal priorities. * Process oriented |
| **Attitude** | * Demonstrates human values at all times, i.e. Respect, Integrity, Stability, Trust, Passion * Willingness to work under pressure whilst maintaining a professional attitude. * Ability to deal with sensitive and confidential matters as necessary. * Flexibility | * Keen to progress and develop |