

Life on the Verge: Project Coordinator

Organisation:	Tarka Country Trust
Rate	£125-£165/day (depending on experience)
Hours:	1.5 to 2 days per week
Base:	Home based
Post status:	Contracted for fixed budget to the project (up to 90 days per year)

Contract

- To manage the planning, delivery and evaluation of the Life on the Verge Project in north Devon.
- To promote the Project and generate community interest.
- To support communities with guidance and assistance.
- To report progress to the funders/partners

The contractor will be employed by the Tarka Country Trust and be guided by the Project Steering Group to ensure that the project achieves the agreed project outcomes and meets or exceeds the agreed project targets.

They will ensure that the project's management and administrative processes are designed and aligned to ensure the smooth and efficient delivery of the stated project outcomes.

They will ensure that the project's engagement with communities and other partners is effective and of high quality.

PRINCIPLE Tasks

Management and coordination

1. Coordination and project management to ensure timely, effective and high-quality engagement with communities throughout the Project's work areas.
2. Work with partners to develop, refine, maintain and adhere to project management processes to ensure smooth and effective delivery.
3. Be the main point of contact for the Project and the bridge between the Project's steering group, its funders and those delivering activities and outcomes on the ground.
4. Take the lead in ensuring that the Project is promoted effectively and in line with funder's guidance and best practise.
5. Take the lead in developing, letting and managing the Project contracts
6. Ensure that reporting and evaluation requirements are met and that the project is evaluated for effectiveness.

7. Ensure effective resource planning, budgeting and resource reporting in line with project management best-practice.
8. Provide accurate and timely reports to the Steering Group and funders as required in funding agreements

Supporting activities locally

9. Promote the project and recruit communities and volunteers to the project
10. Disseminate Project guidance and case study material throughout the Project area, culminating in the Project's resource pack and toolkit in the final year.
11. To provide advice and guidance about verge management and to help community survey, monitoring and management activities on the ground.
12. Coaching, motivating and mentoring volunteers to help the with verge survey, monitoring and management activities.
13. The contactor will be expected to participate in survey, management, monitoring and promotional activities where appropriate

Further information

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.
3. To ensure that work is carried out with due regard to Health and Safety regulations.
4. To undertake other duties as requested by the Project Steering Group.