**Women’s Resource and Development Agency**

**Job Description**

**Title:** Project Co-ordinator

**Location:** 6 Mount Charles, Belfast BT7 1NZ

**Hours:** 35 per week

**Salary:** NJC Scale SO2 pt 27 £30,507

**Responsible to:** The Director

**Job Purpose:** We are looking for an enthusiastic, experienced and motivated person with an interest in promoting peri-natal support and advocacy through a community peer support model.

The post-holder will work closely with the Director and have responsibility for the strategic development of the project while ensuring the effective, consistent and smooth delivery across all eight women’s centres regionally.

**Main Duties:**

To assist the Director in the forward planning and setting up of clear objectives regarding the Maternal Support & Advocacy project-MAS for WRDA.

To oversee the delivery of the MAS project across all eight women’s centres by being the ‘go to person’ for the eight women’s centres.

To work closely with Aware NI to ensure the safety and well-being of both project workers and project participants.

To develop and implement a MAS communication strategy as required including the ability to tailor content for different channels and audiences, including press releases, annual reports & newsletters and promotional material as and when required.

To ensure constructive partnership working relationships with relevant statutory and voluntary health trusts, agencies, departments, individuals and community based women’s organisations to assist programme delivery.

To provide support and guidance to Project Workers across the eight women’s centres in relation to their duties as part of the MAS project.

To oversee and initiate appropriate training/activities for the MAS project across each of the eight women’s centres annually in conjunction with the relevant Project Worker with each women’s centre.

To develop the advocacy and campaigning functions of the MAS project ensuring the participants experiences and views are communicated directly to decision makers.

To gather relevant information and data from each women’s centre and delivery partners for monitoring and evaluation purposes.

To work with Finance & HR Manager to ensure programme and finance reporting requirements of respective funder are met.

To ensure the development and implementation of adequate systems, records and reporting procedures across each women’s centre.

To work with other WRDA staff to ensure the implementation of WRDA’s Strategic Plan.

Prepare work reports and attend supervision and support sessions required.

Any other duties consistent with the nature and status of this post.