

PROJECT COORDINATOR

- Location:** Chinnor, Oxfordshire
- Hours:** Part Time (approx. 21 hours/week).
Hours worked are flexible by negotiation.
Occasional weekend and evening working required to coincide with fundraising and communications activity.
- Duration:** Permanent
- Probation:** 3 Month Probation
- Notice Period:** One calendar month on either side, after a satisfactory probationary period.
- Salary:** Commensurate with experience
- Line Management:** Director and Founder



Fight Bladder Cancer is the only UK-based bladder cancer charity founded and run by bladder cancer survivors and their families. We support all people affected by bladder cancer, help to raise awareness, support medical research and campaign to affect policy at the highest levels to bring about change in bladder cancer treatment. Our aim is to achieve better outcomes and quality of life for all those affected.

This new role is part of our growth and will play a crucial part in helping to design and deliver a range of projects and activities across our four key objectives – support, awareness, research and change. This is a hands-on role in which you will not only be involved at the design stage of projects but will also carry out the work required to deliver them and retain ongoing operational responsibility for managing or overseeing some of the activities.

AREAS OF RESPONSIBILITY AND SPECIFIC DUTIES:

1. Identify and define requirements, scope and objectives of new projects and review existing processes to identify potential improvements in working practices
2. Coordinate project management activities, resources, equipment and information
3. Break projects into tasks and set timeframes
4. Carry out many of the tasks required to deliver the project outcomes or assign tasks to internal staff and volunteers and assist with schedule management
5. Help prepare and manage budgets
6. Analyse risks and opportunities

7. Monitor project progress and handle any issues that arise
8. Act as the point of contact and communicate project status to all participants
9. Use tools to monitor working hours, plans and expenditures
10. Issue all appropriate legal paperwork (e.g. contracts and terms of agreement)
11. Create and maintain comprehensive project documentation, plans and reports
12. Ensure standards and requirements are met through conducting quality assurance tests

PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE |
|----------------------|---|---|
| JOB KNOWLEDGE | <p>Basic-level insight into how charities and NGOs operate in the UK and they contrast with companies and public sector bodies.</p> <p>A good level of commercial awareness and the importance of customer care in a charity fundraising environment.</p> | <p>Awareness of Fight Bladder Cancer</p> <p>An understanding of basic issues and challenges around being diagnosed with cancer.</p> |
| EXPERIENCE | <p>To have worked and gained practical experience in the following:</p> <ul style="list-style-type: none"> - Small scale project management including evaluation of project outcomes - Motivating others to help achieve your objectives - Budget management - Event management | <p>Experience of running projects in the charity sector</p> <p>Experience gained within the medical profession</p> |

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| <p>SKILLS</p> | <p>Excellent oral and written English</p> <p>Excellent interpersonal skills and the ability to relate to a wide range of audiences</p> <p>Excellent administration and organisational skills</p> <p>Outstanding time management and planning</p> <p>Ability to use Microsoft Office</p> | <p>Demonstrate competency and clear-thinking under pressure.</p> <p>Effective delegation skills.</p> <p>Experience of Salesforce CRM system</p> |
| <p>OTHER ATTRIBUTES</p> | <p>Passionate about health and equality issues</p> <p>Self-motivated, able to work unsupervised</p> <p>Mature and flexible approach</p> <p>Team player</p> <p>Willing to learn and try new things</p> <p>Some travel will be involved (personal car required).</p> | |