

**Job Description**

**Job Title:** Project Coordinator – REAP Project

**Duration:** To 31st March 2026 – with plans to extend to 2029, subject to funding

**Responsible to:** Chief Executive

**Job Purpose:** To support and assist “Economically Inactive” women into employment, further education and/or training.

**Location:** Dungannon

**Hours:** 30 hours per week

**Rate of pay** £19.14 per hour. NJC SO1.24

**Main Aim of Post:** To coordinate all aspects of the REAP Project for women including the following:

* 1. Recruit 80 women who are Economically Inactive per annum,
  2. To develop strategies for overcoming barriers to employment,
  3. To identify training needs and co-ordinate training for participants,
  4. To develop individual Development Plans for each participant,
  5. To be successful in guiding a minimum of 30% Economically Inactive women into employment per annum,
  6. To maintain our weekly Job Club,
  7. To mentor participants to succeed in gaining employment.

**Duties & Responsibilities**

* To be familiar with the aims and objectives of the REAP Project and to develop strategies for implementing the Project Coordinator role.
* To provide support and guidance in relation to attending interviews and assist clients in applying for employment including completion of application forms for employment.
* To meet with programme participants regularly to identify training needs and progression routes into employment.
* To engage with women in the target group to identify and address the barriers to engagement and to provide mentoring and support.
* To liaise with employers and recruitment agencies to identify employment opportunities.
* To organise and arrange “work taster” sessions
* To monitor and review outcomes and report as required, in conjunction with Quality Assurance.
* To directly promote and raise the profile of the Programme with all appropriate internal and external stakeholders.
* To collate qualitative and quantitative information for First Steps Women’s Centre and external agencies.
* To maintain contact with clients during and up to 6 months after completion.
* To develop partnership with other organisations in order to identify progression routes into employment.
* To liaise with staff within FSWC in order to identify potential clients.
* To complete “Better Off” calculations for women seeking employment.

**General Duties**

1. To actively promote and raise the profile of FSWC and the services it provides at every opportunity.
2. Ensure that all Health and Safety requirements are implemented in respect of yourself, Staff & Service Users, in accordance with FSWC policies and Procedures and in line with statutory requirements.
3. To comply with and actively promote all FSWC policies and procedures.

**This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.**

Please note that the First Steps Women’s Centre operates a “No Smoking” Policy and all employees MUST comply with this.

We are an Equal Opportunities Employer

**Personal Specification**

**A shortlist of candidates for interview will be prepared solely on the basis of the information contained against each criterion in the table below. It is therefore essential that all candidates demonstrate through each criterion how and to what extent their experience and qualities are relevant to this post.**

| **Criteria** | **Essential** | **Desirable** |
| --- | --- | --- |
| **Qualifications** | * 3rd Level Qualification in an appropriate area plus a minimum of GCSE English & Maths (Grade C or above) or equivalent |  |
| **Skills & Knowledge:** | * A minimum of 1 Years’ Experience in a similar role within last five years. * A strong understanding of employment barriers, especially for women re-engaging into education, training and/or employment * A passion for the community and voluntary sector and a desire to make a meaningful difference. * Knowledge & Understanding of what it means to be Economically Inactive and/or Unemployed * Excellent planning and organisational skills. * Excellent interpersonal, written and verbal communication skills, including the ability to work with a wide range of external and internal customers * The ability to work both independently and as part of a team * Hold a full current driving license (valid for use in the UK) and/or\* have access to a form of transport on appointment, which allows the applicant to undertake the duties of the post in full **(\****this refers to any applicant who has declared they have a disability which debars them from driving.)* | * Knowledge of relevant, local community networks and provision for women * Knowledge of the benefits system and how it impacts women and their families * Ability to work flexible hours |
| **Experience:** | * Experience of building up trust and communicating with people face to face * Experience of working with people who lack confidence and self belief * Competent administrative and IT skills; * Experience of managing relationships with external organisations | * Experience of working within a target driven environment |

**Shortlisting**

Shortlisting of candidates for interview will be prepared on the basis of the information contained in the application form. It is therefore essential that all the applicants demonstrate through their application how and to what extent their experience and qualities are relevant to this post and the extent to which they satisfy each criterion specified.

The appointment is subject to proof of the attainment of any qualifications deemed essential to the post and used as a basis for shortlisting. Where educational or professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of same, issued by the appropriate authority. Only those certificates relevant to the short listing criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative. Failure to provide evidence of the required qualifications prior to taking up the post will result in the offer of employment being withdrawn.

**If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom.** This documentation can be a P45, payslip, National Insurance Card or a birth certificate confirming birth in the United Kingdom or the Republic of Ireland. Failure to produce evidence will result in a non-appointment.