

## Richmond upon Thames Council for Voluntary Service (RCVS)

### JOB DESCRIPTION

<b>Job Title:</b>	Project Coordinator
<b>Hours of Work:</b>	21 hours per week, based at our office in Richmond but with hybrid working available. Working pattern to be agreed. (Includes occasional unsocial hours for which time off in lieu (TOIL) will be given in line with Richmond CVS's TOIL policy.)
<b>Accountable to:</b>	Capacity Building Manager, Richmond CVS

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#### Overview of role

Richmond CVS has developed an exciting new project, funded by Richmond Foundation, which will build on our current support offer to local trustees by providing additional targeted training, mentoring and peer support. We aim to prioritise participants who have recently become trustees and are from communities who are historically under-represented on boards. We aim to improve their experience and increase their skills and confidence in their role which in turn will help organisations to build capacity and strengthen governance.

The role of the Project Coordinator will be to deliver and be the main point of contact for this project, with the support of the Capacity Building Manager and wider team. This role will also encompass assisting with day-to-day administration of the charity. If desired there may be scope for additional hours subject to funding.

#### Main duties and responsibilities

- Plan the delivery of the project for the year, based on key requirements and milestones.
- Launch and promote the programme to the local voluntary sector to interest new trustees and potential mentors who are experienced trustees.
- Recruit new trustees who will form the cohort for the project.
- Set up a training programme for new trustees, working with a range of consultants.
- Support the development of a mentoring programme for the project, including the recruitment and light touch training of experienced trustees as mentors.
- Facilitate meetings, forums and training sessions as required, online and in person.
- Maintain effective working systems, including monitoring and evaluation for reporting.
- Always work with awareness of and adherence to RCVS's policies and procedures.
- Understand and promote the priorities, activities and best interests of the organisation, and of the local voluntary and community sector.
- Engage in training and personal/professional development opportunities as required in relation to the role.
- Work flexibly and willingly and be available for occasional out-of-hours working as appropriate.
- Undertake any other duties in line with the post's remit and responsibilities as required.