



**Project Coordinator  
Childcare for All project**

Full time till end of March 2018, £28700 pro rata  
Secondment considered

Applications by C.V. and covering letter to [Admin@dundeesen.org](mailto:Admin@dundeesen.org)

Closing date for applications: 12.00pm on 4<sup>th</sup> October 2017

Interview date: Wednesday 11<sup>th</sup> October 2017

**Job Description**

Post Title:	Project Co-ordinator
Supported and Supervised by:	Julie Farr, DSEN Chief Executive Officer
Contract of Employment:	37.5 hours per week
Salary:	£28,700 p.a.
Annual Leave:	30 days per year pro rata
Pension:	Matched up to a maximum of 5%

This post is a fixed term contract starting in October / November 2017 and ending on 31st March 2018. The employer will be DSEN on behalf of the partnership.

**Role and Responsibilities**

- The development and coordination of the project in consultation with the partners.
- To direct the project research in consultation with the partners
- To identify challenges and opportunities for joint working
- Produce project and financial reports for the Steering Group and be responsible for reports to funders and project partners
- Build strategic alliances and partnerships, create new partnerships based on the outcomes of the Dundee Fairness Strategy.
- Coordinate consultation with the professionals and the community to establish the needs for childcare
- Lead on the business planning process and draft the Stage 2 application.
- Provide the secretariat for the Steering Group



# DUNDEE SOCIAL ENTERPRISE NETWORK

- Produce a plan to deliver test(s) of change project(s) that utilise existing resources, assets and knowledge to provide additional services
- Liaise and direct the Research Consultant to support and collaborate on the project work
- Any other reasonable duties required for the effective management of the project.

## PERSON SPECIFICATION

Essential	Desirable
Considerable, evidenced experience of Project Management	Management / Business / Leadership qualification. Experience of running a social enterprise
Experience of building and maintaining relationships with a wide range of individuals and organisations. Experience of partnership working	Experience of working with the public sector and an understanding of community planning.
Strategic thinking and an ability to develop and report on project plans. Ability to produce succinct and accurate reports.	Awareness of and familiarity with key partners in Dundee.
An understanding of the opportunities and challenges being faced by social enterprises	Experience of working in the Third Sector with charities and communities.
A good knowledge and practical experience of financial management.	
Good organisational / time management skills and ability to work to deadlines	
Excellent written and verbal communication skills. High level of computer skills and use of social media.	
Self-motivated, enthusiastic and a good team player	
Flexible approach to working (e.g. evenings, overnight travel, occasional weekend days). Ability to travel between location for meetings and events.	



# DUNDEE SOCIAL ENTERPRISE NETWORK

## Process and expected outcomes

The Project Coordinator will work with a Research Consultant to deliver the following outcomes by March 2018:

- Existing childcare models in Dundee assessed and evaluated for viability, affordability and sustainability;
- Other childcare models being utilised out-with Dundee assessed and evaluated for viability, affordability and sustainability;
- Communities and partners consulted on findings and most appropriate model for development / expansion in Dundee identified;
- Business plan for social enterprise model to be piloted in Dundee agreed and adopted as basis for Stage 2 Application to Aspiring Communities Fund;
- A formal partnership agreed to take the work forward.

## Recruitment process for Project Coordinator

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Interviews: Wednesday 11<sup>th</sup> October 2017

Start date: ASAP

A secondment to the post will be considered.

