

# PROJECT COORDINATOR

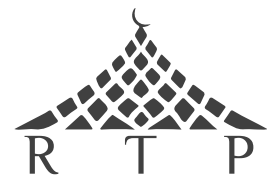
## PURPOSE

The Project Coordinator will be responsible for the planning and coordination of all Open Iftars in the lead-up to and during the month of Ramadan. The Project Coordinator will work closely with the Head of Volunteers and assign duties to implement and deliver all RTP events.

<b>Reporting to</b>	<b>CEO &amp; Co-Director Head of Academy</b>
<b>Responsible for</b>	<b>Delivery Team</b>
<b>Role type</b>	<b>Full-time - fixed term 1 year contract (subject to review after 6 months probationary period for extension)</b>
<b>Salary</b>	<b>Dependent on experience</b>
<b>Interview date(s)</b>	<b>19th/20th/21st December</b>

## ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Excellent organisation and leadership skills with strong sense of pragmatism
- Highly self-motivated, extremely committed and great enthusiasm about the Open Iftar initiative and the wider aims of RTP
- Experience of team management and managing large events
- Clear and excellent communications skills and team player
- Flexible & adaptable work ethic and prepared to work outside of normal hours



- Excellent problem-solver, solution-based thinker & team leader
- Full & Clean Driver's Licence desirable. Able to drive a van up to 3.5 tonnes
- Project Management qualifications desirable (i.e. APM, Prince2)

## KEY RESPONSIBILITIES

- Coordinate and manage the planning and delivery of Open Iftar Ramadan 2019
- Locate and manage booking of venues, drivers, food donors, catering equipment, marquee, PA/AV, and all other operational/logistical items
- Ensure that all relevant health & safety and safeguarding protocols are adhered to at all RTP events
- Travel and build strong network with local partners and team leads across UK
- Work and liaise with Head of Volunteers and other relevant RTP personnel/volunteers to ensure project delivery of Open Iftar, assigning roles and resolve any operational issues that may arise
- Ensure that operational and logistical activities are executed within allotted budget and timelines to an excellent standard
- Receive and manage communications and engagement requests from community groups and present to CEO
- Devise and liaise with Head of Volunteers and other relevant RTP personnel to organise fundraising campaigns
- Effectively manage and maintain good relations with RTP's community partners through direct and efficient communications and thorough reporting
- Monitor and evaluate operational progress, performance and recommendations and create an annual self-evaluation report. Present to the board.