



Job Title: Project Coordinator

Location: Swansea, Wales, United Kingdom

Salary: £19,936

Hours: 21 hours per week

Holiday entitlement: 17 days

Terms: Fixed Term until 31 March 2026

Department: Business Development

Reports to: Business Development Manager

Organisational Overview:

Congolese Development Project is committed to fostering community engagement and providing close support to diverse group of vulnerable people from different backgrounds by equipping them with essential skills and facilitating various group activities. We are committed to upholding the Diversity and Equality Act of 2010. Volunteers play an integral role in our mission, assisting with program delivery, offering support, and extending the reach of our projects. We engage volunteers in diverse activities ranging from skills training to community outreach, creating a collaborative and supportive environment for all participants. We are expanding our team and seeking a passionate and experienced Project Coordinator to join our Congolese Development Project, ensuring effective coordination of day-to-day activities and active volunteer engagement.

Job Summary:

The Project Coordinator will play a vital role in planning, implementing, and overseeing daily activities within the Congolese Development Project. This position involves coordinating various skills training programs, group activities, community outreach initiatives, and the recruitment and engagement of volunteers. The ideal candidate should have strong organisational skills, a compassionate approach, and experience working with diverse communities.

Duties

- Contribute to the development of the organizational policies and procedures
- Promote the organization positively in all areas of work
- Maintain confidentiality and ensure data security for all project-related information
- Undertake additional duties as required to meet the needs of the organization.

Key Responsibilities:

- **Program Coordination:** Plan, organize, and oversee daily activities, including skills training sessions and group activities for both women and men.
- **Stakeholder Engagement:** Build and maintain strong relationships with project participants, community groups, local authorities, and other stakeholders.
- **Volunteer Management and Engagement:** Train, supervise, and actively engage volunteers to ensure effective project delivery and foster a motivated volunteer team.
- **Monitoring and Evaluation:** Develop and implement monitoring and evaluation processes to assess the effectiveness of project activities.
- **Resource Management:** Manage project resources, including budgets, materials, and equipment.
- **Reporting:** Prepare and submit regular reports on project progress, challenges, and outcomes to the Business Development Manager.
- **Outreach and Advocacy:** Promote the project within the community and advocate for the needs of vulnerable individuals.
- **Collaboration:** Work closely with other team members to integrate various groups and ensure a cohesive approach to community support.
- **Cultural Sensitivity:** Ensure all activities are culturally appropriate and inclusive, respecting the diverse backgrounds of project participants.

Required Skills:

- **Empathy and Compassion:** Demonstrates a genuine concern for the wellbeing of vulnerable individuals and has the capability to offer emotional support.
- **Problem-Solving Skills:** Proven ability to address and resolve issues efficiently and creatively.
- **Adaptability:** Capable of adjusting to new situations and demands, maintaining effectiveness and harmony in the process.
- **Interpersonal Skills:** Exceptional ability to communicate and interact with diverse groups.
- **Leadership Skills:** Ability to lead and inspire volunteers and team members.
- **Cultural Awareness:** Sensitivity to and awareness of cultural differences

- **Time Management:** Strong capability to prioritise tasks, manage time effectively, and meet deadlines.

Qualifications:

- Minimum of 3 years of experience in project coordination, preferably within a community development.
- Excellent organisational, communication, and interpersonal skills.
- Strong understanding of **cultural sensitivity** and **inclusivity**.
- Experience working with vulnerable populations and diverse communities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Commitment to the mission and values of our organisation.

Desirable:

- Knowledge of French and/or Swahili.
- Experience working with diverse communities.

Flexibility

The role requires a degree of flexibility to ensure effective service delivery. Any changes will be discussed with the post-holder.

Application Process:

Interested candidates should submit their resume and a cover letter outlining their qualifications and experience to info@cdpwales.org.uk.

Deadline for submission is no later than the **22nd March 2025 at 12 pm.**