



Job Description

Job Title: Project Coordinator

Salary: £29,269-£30,296 (NJC Scale 18-20). Pro rata £16,612 - £17,195

Hours: 21 hours per week. These hours can be worked flexibly by agreement

Location: The primary location is The Walled Garden, Wilcote, OX7 3DT. Hybrid working is possible by agreement

Responsible to: Director of Bridewell Gardens

Main purpose of the job:

Oversee and deliver the day to day running of Bridewell's office, supporting the delivery and development of Bridewell's Recovery Service

Responsibilities include:

1. Office Management

Oversee day to day administrative operations

- Finance: processing payments, supplier invoices, expenses, bookkeeping
- Office administration: procurement, servicing of equipment, ordering supplies, booking training
- Internal communication: sharing information with the team, escalating issues as appropriate
- Policies and procedures: support team in keeping these up to date and accessible
- Systems: develop and implement systems to support the smooth running of administrative activities

2. Monitoring and Evaluation

Ensure accurate and timely recording and reporting of recovery service to support contract monitoring and internal reports

3. Support Service Delivery

Support the Recovery Service Manager and team in delivery of the service:

- Liaise with referrers and service users to support an effective referral process; booking appointments, visits, answering enquiries
- Ensure completion and accuracy of paperwork including reviews, inductions, monitoring data
- Liaise with external partners to book training and courses for delivery on site, and to raise awareness of the recovery service
- Support day to day management of the team's calendar to allow for smooth running of the service

4. Service Development

Support Director and Recovery Service Manager in identifying and developing new services and partnerships for service delivery

- Support with the research, planning and development of new services
- Provide administrative support and volunteer management to implement new services

5. Volunteer Management

- Oversee and manage office volunteers to support administrative activities
- Support Recovery Service Manager in recruitment and induction of garden volunteers

Person Specification

Essential requirements <ul style="list-style-type: none">▪ Excellent level of written and verbal communication skills▪ High level of attention to detail, excellent organisational skills, strong numeracy skills▪ Confident organising and managing own workload, excellent problem solving and working proactively▪ Proficient in the use of Office 365; confident learning and managing new tools and systems▪ Demonstrate understanding of professional boundaries, confidentiality, safeguarding, diversity and inclusion and their practical implications▪ Strong alignment with Bridewell's values and mission
Desirable <ul style="list-style-type: none">▪ Experience of working in the voluntary and community sector▪ Awareness of and interest in mental health services and community services
General requirement <ul style="list-style-type: none">▪ This role is subject to a DBS check and references.