



## Kentish Town Community Centre

### Project Coordinator

Kentish Town Community Centre (KTCC) is looking for a Project Coordinator primarily for our Older People's Project, but also to assist across other projects at KTCC.

This is a very rewarding position working with the older members of the community centre. The project was originally designed to prevent loneliness and isolation and this is now more important than ever.

We are looking for someone who is committed to providing an amazing standard of service for our Older People. This includes spending time getting to know our members, calling them before each session, recording feedback, facilitating sessions and importantly including that all sessions are engaging, interesting and meet the needs of the older people.

This is a one year fixed-term contract, subject to a three month probationary period.

The post holder will be required to work Wednesday and Thursday throughout the year with the possibility of adding in a third day. The post holder will be based at Kentish Town Community Centre, 17 Busby Place, NW5 2SP

Rate of Pay- London Living Wage.

#### **Closing date for applications**

Midday (12pm), Thursday 12<sup>th</sup> December 2024.

Please note that due to high application volumes, we may close this advert early. We encourage you to apply promptly and to keep an eye on our future vacancies for more opportunities.

#### **Notification of interview**

Shortlisted applicants will be notified no later than Friday 13<sup>th</sup> December 2024. During shortlisting, applicants are anonymously assessed using the criteria visible in the Job Profile. Please note: due to the high volume of applications received, we will not be able to provide feedback to unsuccessful applicants.

#### **Interviews**

Interviews will be held on Wednesday 18<sup>th</sup> and Thursday 19<sup>th</sup> December 2024.

#### **How to apply**

Please email a CV and covering letter to [alice@ktcc.org.uk](mailto:alice@ktcc.org.uk)

#### **Job description:**

##### **Engaging older people to join the project**

- Working with the Project Manager to co-design the sessions
- Working with local stakeholders to spread the word about the Older Peoples Project
- Creating marketing materials for the project
- Managing all enquires about the project



- Working with the Project Manager to ensure all targets are met and objectives delivered

### **Delivering sessions**

- Preparing all resources for the sessions
- Ringing round all the participants before each session
- Making sure the sessions are well run and well received
- Working with practitioners to deliver sessions (where needed)
- Engaging with and involving the participants during these sessions
- Collecting feedback about the sessions

### **Person Specification**

#### **Essential Qualities**

- Experience of working in a people facing role
- Experience working in an admin based role
- Experience of working in a team and independently
- Ability to manage time well, setting reasonable deadlines which are achievable
- Demonstration of being a good communicator
- Ability to be flexible and adapting to changing situations
- Demonstration of an understanding of correct safeguarding practises

#### **Desirable Qualities**

- Experience working with Older People
- Project Coordination experience
- Experience of working in a busy community centre of community space