



## Let's Talk Money - Project Coordinator – Job advert

### Introduction to Let's Talk Money

Let's Talk Money is a financial education project for adults based in Brent in North West London. The project delivers free financial education workshops and provides a mentoring service that helps local adults to access the tools and support they need. Let's Talk Money is a charitable project of Community Church Harlesden (<https://www.cchonline.org/>) which is a registered charity (charity no. 1121958). Further information on Let's Talk Money is available at <https://www.letstalkmoney.org.uk>.

### Introduction to the role

The Project Coordinator is responsible for the organisation, planning and delivery of the Let's Talk Money programme of financial education workshops and the Money Mentoring service.

This is a part-time position (21 hours per week), and flexible working is available for this position. The position holder will be expected to attend quarterly management meetings during the year which take place in the evenings.

Since the position holder will be the sole employee working on the LTM project, applicants need to be confident that they can work on their own initiative and be sufficiently motivated to meet their role objectives with minimal guidance.

The Project Assistant will be reporting to Community Church Harlesden as owners and managers of the project. We welcome applications from people of all faiths or none. However, due to the structure and management of LTM, it is important that any applicants are sympathetic to Christian beliefs and comfortable to be in meetings which involve prayer.

**Responsible to:** Volunteer manager

**Pay-scale:** £22,000-£26,000 pro rata - 21 hours per week

**Start Date:** June/July 2021

**Location:** Harlesden, North West London

**Contract:** 12 months with likely extension

## Responsibilities

### Recruit and train volunteers

- Recruit, train and supervise volunteers to both money mentoring and workshop facilitator roles

### Coordinate services

- Manage, assess and allocate referrals to the Mentoring service
- Organise and coordinate Let's Talk Money workshops
- Organise and supervise quarterly volunteer supervision meetings
- Collect and collate data from workshop participants via feedback forms and post workshop phone calls
- Purchase stationery and workshop resources as required

### Build partnerships

- Promote the Let's Talk Money services to local community, building strong partnerships with charities, local organisations and schools and producing marketing materials to promote LTM services
- Create and update content for the LTM website

### Monitor project delivery

- Produce quarterly reports for LTM Management Team and attend Management Team meetings
- Monitor LTM budget spend

### Personal specification

- Experience of managing volunteers
- Proven experience of project management and excellent organisational skills
- Experience of facilitation and/or delivering training
- Self-motivated and able to manage a varied workload, prioritise tasks and meet deadlines
- Committed to the principles of Equal Opportunities and its practical implementation in service development and delivery
- A broad understanding of the needs of those in or at risk of financial hardship
- Excellent communication skills, and the ability to communicate with a diverse range of people from all backgrounds, including professionals working within local groups and their service users.

## Apply

To apply, please send a CV and cover letter to [admin@cchonline.org](mailto:admin@cchonline.org) by midnight of **20 May 2021**. The cover letter should set out your suitability for the role and be no more than two sides.

Suitable candidates will be invited for interview on 28 May; please state in your email if this date would work for you.