



JOB DESCRIPTION

Job Title: Project Facilitator

Base Location:

Unit 15, Vane Tempest Hall, Maynard's Row, Gilesgate, Durham, DH1 1QF

Grade/Salary £13.50 per hour.

Contract Hours:

25 hours per week to include some evening and weekend activity/event support.

Duration: Ongoing, subject to funding, including twelve-week probationary period

Responsible to: Chair and Trustees

Main Purpose(s) of the Post:

- Support and develop the existing levels of service within the Group.
- Identify potential funders and secure funding to enable the project to deliver its objects and meet the needs of its community, using the organisations' three-year financial projections as a guide and in conjunction with the Project Coordinator.
- Form and develop good working relationships with key funders and commissioning bodies.
- To prepare and submit reports to grant making bodies as required in the terms and conditions of each grant.
- Liaise with all stakeholders to prepare and disseminate DADLG's three-year Business Plan.
- To provide support to all Stakeholders.
- Support and develop the existing levels of service within the Group.
- Support Colleagues to facilitate members and their families' involvement in determining future activities, events and developments.
- To maintain the organisation's profile with the Charity Commission ensuring that the organisation remains compliant at all times.
- To attend activities and events as required.
- To produce regular reports to the Trustees.
- To assist with the marketing and promotion of the organisation, specifically by managing the organisation's website and social media.
- To review, update and implement the organisation's policies and procedures.
- To undertake any general administration necessary to fulfil the organisation's remit.
- To follow the organisation's policies and procedures.
- To undertake any other duties within the scope, spirit and purpose of the post as requested by the Trustees.

January 2024

This Job Description will be reviewed annually as part of the job holder's annual appraisal.