



Education & Skills
Funding Agency



**Project Coordinator
Step Up with Sadaka
(Sept 2020-Sept 2021)**

Do you share our ethos of serving all with no judgement or bias?

Do you want to join us in our mission to alleviate poverty & hardship in Reading?

If yes, then this may be for you!

Sadaka has a new vacancy to coordinate a training project which will help our service users take their first steps towards a better quality of life.

About the project:

Sadaka's cohort of service users have indicated a strong desire to rebuild their lives and their financial independence. To help increase their self-confidence and impart new skills, the project will offer a multi-stage training programme and a portfolio of learning opportunities, which will ultimately pave the way to further training and/or volunteering/employment.

Job Description:

The Project Coordinator will work closely with the Line Manager and Project Evaluator to ensure that the project achieves its objectives. The role will involve:

- ◆ Recruiting service users who are interested in what this project has to offer
- ◆ Recruiting mentors from the current pool of volunteers and organising training
- ◆ Liaising with local organisations to put together a bespoke programme of training courses for identified students
- ◆ Putting together a prospectus for the project, and organise the printing and distribution
- ◆ Organising and promoting the Open Day to launch the project
- ◆ Working with Sadaka's volunteers who run its social media and website to promote this project
- ◆ Ensuring that students who sign up fulfil the funders' criteria and complete the related paperwork
- ◆ Closely working with volunteer mentors to understand each student's needs and the programme stage and courses that are suited to their level of development, and life/career objectives



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- ◆ Registering students on the courses which have been identified for them
- ◆ Monitoring students' attendance and participation on the courses as well as keeping in regular touch with them.
- ◆ Keeping mentors informed about students' course participation and issues, if any
- ◆ Working with the project evaluator to ensure funder paperwork is prepared and uploaded in a timely manner
- ◆ Working with the line manager and mentors to ensure that any student/mentee issues are dealt with as soon as possible so that dropout is minimised
- ◆ Organising and promoting the Graduation Day in summer 2021
- ◆ Monitoring students that move on from Project Step Up with Sadaka towards further training and/or paid employment with other organisations

NOTE: This is not an exhaustive list of responsibilities and the project coordinator may be asked to support related activities.

Time commitment, remuneration and working arrangements:

This role is for 10 hours per week with remuneration set at £12/hour.

Working from home is expected for the majority of the time, with regular virtual/physical meetings with the line manager and project evaluator. A laptop and SIM package for a mobile will be assigned to the coordinator.

Interviews and recruitment:

Interviews are likely to be held in September 2020.

This post is subject to an

- Enhanced Disclosure Check through the Disclosure and Barring Service (DBS)
- Receipt of two satisfactory references
- Willingness to attend any necessary training and induction for the role

If you believe that you are suited to the requirements of this role, and share Sadaka's values, please complete the Application Form explaining what relevant experience/knowledge you may have, and any relevant training and certification like DBS.

Please send these to sunila@sadakagives.org.uk by 14 September 2020.

For any questions about this vacancy, please call 0118 324 6565 or email sunila@sadakagives.org.uk.