

There has never been a more exciting time to join the HEY Smile Foundation team. Our work spans across the Voluntary, Community and Social Enterprise Sector (VCSE), as well as connecting opportunities with the private and public sector.

We are connected, joining assets to community knowledge, creativity and inspiration. We are helping VCSE organisations of all shapes and sizes be heard and play a part in solutions, not just highlight community problems.

We have grown significantly in the last 14 years but are still agile enough to respond to the community's needs, not prescribe the same methodology *'because that's what has always been done'*.

We are sustainable in our own right. Whilst developing others, we have ensured we had one eye on our own platform, securing £3m in assets and generating an average of £800k turnover a year in earned income to be masters of our own destiny and focus on the Wow not Woe in our communities across Hull, the East Riding and the wider Integrated Care System region.

A key function of our work is how we listen, build on community strengths, connect solutions and measure impact. As project coordinator you will be an essential team member working across all functions of Smile, enabling communities to thrive and deliver positive change.

Role Profile

1. Job title:	Project Coordinator
Location:	HEY Smile Foundation / Remote Working
Reports to (Job Title):	Head of Community Development / Community Development Manager
Salary scale:	£25,000 pro rata
Working Hours:	37.5 hours per week
Contract Duration:	Fixed term until end January 2024 (with ambition to extend subject to funding).
Closing date:	Midnight on Sunday 5 th February 2023.
Interviews:	Tuesday Mid-February 2023.

2. Purpose:

To provide project coordination support across HEY Smile Foundation, initial working within the Community Development Team to 1) identify and record community assets and activities and 2) work with partners to build and test a new online impact monitoring resource.

As coordinator you will be passionate about team work, with strong experienced using IT systems, as well as managing online resources. Your role will enable project productivity to achieve contracted measurables and outcomes within set deadlines.

3. Joint responsibilities:

- Uphold and invest in the HEY Smile Foundation Vision, Mission and Values.
- Promote equal opportunities (in terms of race, gender, religion, sexual orientation, and other forms of discrimination) through the HEY Smile Foundations work.
- Listen to community needs, and work within a team to create co-developed solutions, ensuring education, development and investment is not done too but done with communities.
- Be agile in your working, continually developing your skills to meet the needs of our evolving communities.
- Develop case studies, stories and impact reports to ensure we are displaying our value.
- Ensure all policies and procedures are understood and adhered to.
- Support a positive working environment, be visible, energetic and participative, encouraging cross team working and initiatives
- Undertake all other reasonable requests made via your Line Manager, Heads of Department or CEO.

4. Key role responsibilities

- To build a supportive and trusting relationship with VCSE providers across East Riding.
- Understand their structure, impact and development needs.

- To raise the profile of these VCSE groups and support a culture of partnership working and shared impact.
- Improve community-led project planning to ensure activities are safe and appropriately resourced.
- Co-ordinate the collection of data and reporting to inform statutory and VCSE partners.
- Management of the meetings, appointments and administration relating to the Community Development Team.
- Provide strong representation of the VCSE within cross-sector partnership meetings.
- Lead on communications work through social media, e-newsletters and case studies.
- Organise and support the delivery of training sessions and skills development, both online and in person, developed through the project.
- Liaise with partners and stakeholders with regards to programme delivery and outputs.
- Foster strong and workable relationships between partners.
- Report regularly on progress.

5. Decisions that the job holder typically makes may cover the following areas:

- Time Management: prioritises actions and own time to deliver desired outcomes.
- Resource Management: identify and improve the resources needed to support the VCSE.
- Project Management: support co-produced actions and track progress.
- Budget Management: Follow finance processes.
- Development of Skills: Identify training for continual professional development.
- GDPR and Safeguarding responsibility.
- Escalation of work to Heads of Department.

6. Outcomes based

HEY Smile are working towards being outcomes focused. There is a lot of learning and development still to be concluded, but with this in mind your contracted hours are 37.5 per week. You will be asked to attend on and offline meetings weekly with your line manager and colleagues setting agreed outcomes for the period. However, the way in which you distribute these hours across your working week is flexible, and strong communication with your Line Manager is key.

7. Knowledge, skills and experience required by the job holder:

Taking on a role with Smile you will be seen as a leader in the region's Voluntary, Community and Social Enterprise sector, delivering capacity and capability support. You will form part of a team of experts, who share their skills and expertise alongside our partners across the private, public and voluntary sector, maximising resources for our inspiring communities.

Essential	Assessment
Strong project coordination skills, with the ability to remain focused on outcomes, and able to maximise a wide range of skill sets.	Cover letter/CV and interview
Ability to form and maintain proactive relationships with cross sector organisations to achieve goals.	Cover letter/CV and interview
Ability to write concise reports, case studies and blogs to fulfil funder requirements and communicate outcomes across complex systems.	Cover letter/CV and interview
Self-motivated and able to work under own initiative.	Cover letter/CV and interview

Ability to manage own priorities and workload to agreed deadlines and quality standards.	Cover letter/CV and interview
Excellent attention to detail.	Cover letter/CV and interview
Strong communication skills, both written and verbal, with the confidence to work alongside a wide range of partners and stakeholders.	Cover letter/CV and interview
A good understanding of the voluntary sector and measuring impact.	Cover letter/CV and interview
Experience of working with, or alongside, healthcare systems, the VCSE sector.	Cover letter/CV and interview
Good general IT skills in Microsoft Office, alongside being able to professionally operate meetings via, Zoom and Microsoft Teams.	Cover letter/CV and interview
Desirable	Assessment
Experience of community development.	Cover letter/CV and interview
Ability to manage budgets and financial reporting.	Cover letter/CV and interview
Bid writing skills, with evidence of securing funding.	Cover letter/CV and interview

Due to the size of the project area, you must have a full driving license and access to a car.

Although the HEY Smile offer flexible working, the place of work will remain HEY Smile Head Quarters, Queens Gardens, Dock Street, Hull, HU1 3AE. **Parking is not available*

If you require reasonable adjustments through the recruitment process or any subsequent employment, please feel free to raise this via the most appropriate route.

Please get in touch if you would like to have an informal conversation to find out more. We'd love to hear from you. Please contact:

Nick Middleton
 Head of Community Development
nm@heysmilefoundation.org
 07801 895933

To apply for this role, please e-mail your CV with a covering letter to recruitment@heysmilefoundation.org

This document is written to summarise the key responsibilities of the job holder. It is not intended to be exhaustive and the job holder may be required to do more than is listed here within reasonable parameters.
 Document date: January 2022.