

Diverse

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Community Media & Training

Charity Registration Number: 1172543

Diverse FM Community Media & Training would like to recruit a **Project Coordinator** on a fixed term contract for 12 months.

Job Title: Project Coordinator
Hours: 20 hours per week
Terms: 12 Months fixed term contract
Responsible to: To a designated Trustee/ Director
Salary: £15K per annum

Role:

- Day to day coordination and management of an oral history project 'Luton – How I Remember'.
- Supervise volunteers and liaise with the Management Committee about any issues arising from the project, volunteers and partners.
- Organise and promote all relevant training programme for volunteers.
- Establish and maintain effective monitoring and evaluation systems to support the project;
- Carry out outreach works in the community; Be responsible for the health and safety and wellbeing of everyone involved on the project.
- Produce reports highlighting project progress and provide copies to funding bodies and other relevant organisations upon request and undertake any other tasks as required.

Closing date for receipt of completed application is **15 March 2019**.

CV's are not acceptable

For an application pack please contact Diverse FM on [Tel:01582-725500](tel:01582-725500), email: admin@diversefm.com
Or log onto: www.diversefm.com

The post is funded by:

