



*Charity Registration No: 1172543*

**Do you have the skills to become part of our success story and to help us celebrate our 25<sup>th</sup> anniversary?**

An exciting opportunity had arisen to join Diverse FM Community Me3dia & Training, a well-established and award-winning Community Media & Training charity to develop and deliver an innovative and creative Oral History Project “Funded by The National Lottery Heritage Fund grant”.

Diverse FM Community Media & Training would like to recruit the following workers:

**Job Title:** Project Coordinator  
**Hours:** 20 hours per week  
**Terms:** 15 Months fixed term contract  
**Responsible to:** To a designated Trustee/ Project Manager  
**Salary:** £19K per annum (Inclusive of all related on-costs)

Role:

Day to day coordination and management of a heritage project “Voices of the Past”, funded by The National Lottery Heritage Fund. Post holder will be responsible to ensure all programmes runs smoothly on time and according to the budget, as outlined on the project costs and project plan template.

Supervise volunteers and liaise with the Management Committee about any issues arising from the project, volunteers and partners. Recruit minimum of 15 volunteers to support the project and organise all relevant training programmes for volunteers.

Carryout a range of publicity and promotion, including outreach work in the targeted communities to ensure greater engagement among the wider community.

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. Liaise with partner organisations, funding bodies and others.

Produce reports highlighting project progress, budget and provide copies to funding bodies and other relevant organisations upon request and undertake any other tasks as required.

**TITLE:** Project Administrator / Support Worker  
**HOURS:** 40 hours per month  
**TERMS:** 15 months fixed term contract  
**SALARY:** £12 per hour (Inclusive of all related on-costs)  
**RESPONSIBLE TO:** Project Coordinator

Role:

To provide project related and administrative support for the project, including:

- Support the Project Co-ordinator with delivering the project outputs, as outlines on the project plan.

- maintain financial and record keeping in accordance with financial regulations of the organisation.
- monitoring beneficiary outputs and outcomes
- manage personnel records (GDPR compliant)
- Establish and maintain effective monitoring and evaluation systems to support the project
- develop and manage beneficiary database, and monitoring and tracking, including equal opportunities information.
- collate information and support Project Coordinator in the preparation of reports.
- manage/ action all communications relating to the project e.g. email, letters etc and undertake any other tasks as required.

Closing date for receipt of completed application is **16 June 2023**.

CV's are not acceptable.

For an application pack please contact Diverse FM Community Media & Training, 78a Castle Street Luton, LU1 3AJ. [Tel: 01582 725500](tel:01582725500), email: [admin@diversefm.com](mailto:admin@diversefm.com) Or visit [www.diversefm.com](http://www.diversefm.com)

