



Projects Coordinator

Application Pack – May 2025

Pack Contents:

- 1) Introduction
- 2) Outline of Terms
- 3) Job Description
- 4) Person Specification
- 5) How to Apply

INTRODUCTION

Are you passionate about helping to bring opportunity and hope where social disadvantage has closed doors? Do you want to work to help us support communities that are unlocking their potential?

Project Possible is a Christian charity that works with partners across the world to help communities towards a sustainable future. We are looking for a highly organised, detail-focused **Projects Coordinator** to join our small, dedicated and dynamic team, to help build the lasting impact of our work. You will have the opportunity to get involved in key aspects of our partnership capacity building, strengthening our administrative systems and playing an essential role in monitoring, evaluation and impact reporting.

This is a vital role where your work will both influence the effectiveness of our partnerships and help communicate impact to supporters. You'll need strong Excel and analysis skills, an eye for detail, and a proactive mindset. To excel in this role, you will enjoy working collaboratively and be equally comfortable with administrative tasks as well as being a forward thinker. You will also need to be fully supportive of our Christian ethos and values.

If you thrive working in a highly collaborative environment and are passionate about supporting overlooked communities, please read on and we would love to hear from you.

Project Possible, 3 Manor Courtyard, Hughenden Avenue, High Wycombe HP13 5RE
01494 433170 / www.projectpossible.org.uk / office@projectpossible.org.uk

Registered Charity: 1069608 / Project Possible is a company limited by guarantee
Company No.:3524732 First registered at Companies House, Cardiff, March 1998



OUTLINE OF TERMS

Salary:	£27,500 to £28,500 pa, (Full Time Equivalent) depending on experience
Location:	3 Manor Courtyard, Hughenden Avenue, High Wycombe HP13 5RE, with some home working but a minimum of 1 day per week in the office
Hours:	22.5 hours per week, with possibility to increase to 30 hours per week, depending on organisational requirements
Contract:	Permanent (6-month probationary period)
Pension:	Employer contribution of 5%
Leave:	25 days per year plus public holidays (Full Time Equivalent)
Reporting to:	Programmes Manager

JOB DESCRIPTION

Project Possible is a Christian based charity working in sub-Saharan Africa, South Asia and Latin America. We focus on working with small communities to open opportunities where social disadvantages have closed the door for them. The Projects Team's work is to accompany local Christian community-based organisations (partners) towards a sustainable future. We are aiming to see long term transformation for people living in disadvantaged communities resulting in people living lives of fullness and hope.

Overall responsibility:

The post-holder will work with the Projects Team, to help us to build the lasting impact of our partnership work. Our programme and partnership managers work on 45 projects run by our 16 partners around the world each year. Managing partnerships goes well beyond, and is different from, typical project management because our role is one of influence and support, not project creation or delivery. Yet we have a 'portfolio of projects' that requires all manner of administrative processes to enable us to meet our requirements for partner capacity building, supporter communications and organisational governance. The post-holder will be responsible for administering a range of project processes, such as partnership agreements, narrative and financial reports, grants, projects calls, visits and webinars. In addition, they will also prepare insights (numerical, narrative and infographic summaries) to guide our Fundraising & Marketing Team in their promotions and in their production of impact reports for our supporters.

The post-holder will not be expected to manage partnership relationships or travel to visit projects. However, a willingness and curiosity to learn from our partners, demonstrate cross cultural sensitivity and an awareness of the challenges of building equity, diversity and inclusion in partnerships will be essential.



Key Tasks:

As part of the Projects team, you will be working in the following areas:

1. Project Administration

- a. Finances (checking and analysing budgets, reports and grants)
- b. Reporting and monitoring, evaluation and learning – track, summarise and give feedback
- c. Safeguarding and consent – track and help to ensure processes are being followed.
- d. Partnership Agreements and information management – keep these up to date
- e. Organisation of partner calls, visits and webinars
- f. Keeping partner records on CRM
- g. Tracking progress on all the above, flagging issues and proactively helping to improve processes.

2. Learning and Impact:

Strengthen the impact of our diverse project portfolio by:

- a. Managing and tracking the project cycle across our portfolio and reviewing the reports which partners submit, ensuring that the required information is included and easy to understand.
- b. Improving and developing the impact measures and reporting templates as required across the portfolio. Liaising with CRM (database) and DAM (digital asset management) data managers, to reference and organise project information including files, videos and photos.
- c. Creating tables, charts, infographics and narrative summaries. These communicate impact and learning as feedback for our partners, and they also function internally to share key information and insights with the other teams, especially the Fundraising & Marketing Team.
- d. Participating in our partner capacity building programme through managing webinars, developing visual aids and learning materials.
- e. Participating in regular Project Team reviews and strategy development meetings.

3. As part of the wider Project Possible team to:

- a. Participate in organisation wide meetings with other departments as required.
- b. From time-to-time and with prior agreement, attend events or meetings outside normal contracted working hours, for which time off in lieu may be taken.
- c. Attend relevant training as required.
- d. Carry out any other duties reasonably required to fulfil the role.
- e. Act as an ambassador for the charity, demonstrating a passion for our cause and representing the organisation in a positive manner that aligns with our values.



PERSON SPECIFICATION

Essential:

- Supportive of Project Possible's Christian values and ethos
- Educated to graduate level, with a good understanding of international partnership working and issues of equity, diversity and inclusion.
- Computer literate with an excellent understanding of the Microsoft Office Suite, including Word, Excel, PowerPoint etc.
- Confident in using Excel as a data analysis tool
- Ability to interpret figures and financial data
- High level of attention to detail
- Demonstrates patience with administration and is forward-thinking in process management
- Excellent interpersonal and communication skills and cross-cultural sensitivity
- Enjoys collaborative working as a member of a small team
- Displays practical problem-solving skills and ability to find logical solutions
- Willingness to be flexible and to multi-task within a busy environment
- Discretion, sensitivity and ability to keep information confidential
- Ability to work in the Project Possible office as required by the role

Desirable:

- Working knowledge of French and/or Spanish.
- Willingness to speak in public, usually in a Church setting, about Project Possible's work from time to time
- Experience of small business management and/or income generating projects

We welcome applicants from diverse backgrounds with cross-cultural experience. Applicants must be based in the UK and have a legal right to work in UK.

HOW TO APPLY

To apply for this position, please email the following information to Wendy Baxter, Operations Manager at office@projectpossible.org.uk

- An up-to-date CV
- A supporting statement, maximum length 2 sides of A4, setting out how you meet the person specification for this role and why you would like to work for Project Possible.

The closing date for receipt of all applications is **11:59pm Sunday 6th July 2025**.

Interviews are planned to take place **Wednesday 16th July and Thursday 17th July**.

If you would like to speak to someone informally about the role before applying, please do not hesitate to get in touch.