**JOB DESCRIPTION : PROJECT COORDINATOR**

**Basic details:**

* Fixed term 12 months
* Full time : the contracted hours are 35 hours per week with core hours spread over not less than 3 days Monday to Friday, balance to be made up flexibly, but we would be open to a joint job share application from two applicants (please complete your applications separately and cross refer to one another)
* Hours may be worked flexibly, but the post holder must be able to (remotely) attend meetings and attend events (in person) from time to time.
* 30 days annual leave per annum.
* Salary £30,000 p.a. and 3% pension contribution.

This post is funded on the basis that the post holder is able to work from home on their own computer, but in cases of exceptional hardship we may be able to provide a device for use during the term of the contract.

* Accountable to: the trustees.

**Job description:**

1. Development, organisation and management of FCRW rota to include identification of potential ‘Family Court Reporting Watch’ material, and writing or delegating blog posts on a weekly basis (or other schedule as agreed).
2. Recruit and coordinate volunteers to contribute to the work of the Project (primarily FCRW).
3. Co-ordinate blog posts and guidance notes written by TP members and guest contributors.
4. Explore the potential for representation of the voice of parents and families who are involved in court proceedings.
5. Develop projects and explore grant and other funding opportunities.
6. Keep TP members and trustees up to date with relevant developments.
7. Work from their own base and attend relevant meetings/events as agreed.
8. Core administration and other promotion and project work as agreed by the Trustees to further the charitable objectives, including administrative support for meetings and record keeping.
9. Organise events, as agreed by the trustees.
10. Act as a first point of contact for TP enquiries and liaison with relevant trustee / team member / volunteer as required.
11. Assist in the running of the twitter account and updating of content on the TP website.
12. Development of parent involvement in furthering our charitable objectives.