

Charity Registration Number: 1130404

Do you have the skills to become part of our success story?

An exciting opportunity has arisen to join Mitalee Youth Association, a well-established and award-winning youth charity to develop and deliver a heritage project "Funded by the National Lottery Heritage Fund".

Mitalee Youth Association would like to recruit the following workers:

Job Title: Project Coordinator
Hours: 25 hours per week
Terms: 15 Months fixed term contract
Responsible to: To a designated Trustee/ Project Manager
Salary: £18K per annum (Inclusive of all related on-costs)

Role:

- Day to day coordination and management of a heritage project 'Burypark – My Story'.
- 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 publicity and promotions, including 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 body and external professionals supporting 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.

TITLE: Project Administrator
HOURS: 15 hours per week
TERMS: 15 months fixed term contract
SALARY: £12 per hour X 750 hours in total (Inclusive of all related on-costs)
RESPONSIBLE TO: Project Coordinator

Role:

To provide administrative support for the project, including:

- 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 **15 November 2021**.

CV's are not acceptable

For an application pack please contact Mitalee Youth Association, 12 Liverpool Road, Luton, LU1 1RS. [Tel: 0786 786 1947](tel:07867861947), email: admin@mitalee.org.uk Or visit www.mitalee.org.uk