

Brief to appoint a Project Coordinator to support the delivery of Burnt Oak Community Steering Group's Event Programme - Fixed fee/term

Brief Overview	
Job Title	Burnt Oak Fund Project Coordinator
Location	Work from Home, but On-location coordination will be required
Employment Type	Self-Employed
Contract Length	7 months
Contract Start	Mid-August 2022 - Mid-March 2023
Contract Value	£5,860
Form of Payment	Payment to be made on completion of phases - Preparation Phase: £1,000 Pilot Phase: £1,620 Phase I: £1,620 Phase II: £1,620

The Burnt Oak Community Steering Group have secured a pot of money to use the Burnt Oak's library facilities during out-of-hours. This will provide goods and services that serve the interests of the community, particularly through upskilling, sustainability and wellbeing. The project proposed is to offer businesses the space to have a more visible presence and build a sense of community on the High Street.

We are looking to appoint a consultant(s) with appropriate experience in project management and delivering engaging community events to support us to scope, plan and deliver this project.

By using the library facilities out-of-hours; we want this programme to offer local businesses and the community organisations the space to have a more visible presence and build a sense of community on the High Street and provide opportunities and services that align with the interests of the community, particularly through upskilling, sustainability, and wellbeing. A key aim of this project is to help drive footfall to Burnt Oak Town Centre to support our local businesses.

We will expect the funding to be used to deliver between 20 to 40 events across 3 phases lasting 6 weeks each, particularly to include harder to reach parts of the community such as young people and professionals. We expect the scale of the events to vary and for each one to last between 1-2 hours and will have related publicity throughout 2022 and 2023.

Primary Purpose of Role

The primary purpose for the self-employed project coordinator is to work with Burnt Oak's community steering group to deliver the bid proposal as set out in the bid documents. The coordinator will be expected to take the lead:

1. To scope with the community steering group and then coordinate and deliver events and associated activities contained in the bid in a timely manner. Some examples of these events are:

- Self-Defence course - such as boxing
 - Gardening course - linked with local Allotment owners and Watling Park activities
 - Technology Upskilling course - could include Programming, Crypto
 - Single events - could include activation events in aid of the local High Street
2. In liaising, communicating and developing good working relationships with all relevant parties, organisations and individuals who will contribute to the success of the project.
 3. Develop a project stakeholder and mailing list of interested groups wanting to host local events and members of the community wanting to join events, to support future event programmes to be hosted.
 4. Produce and coordinate the install and distribution of associated social media and advertisement content e.g banners, posters etc. to ensure the events are well attended.
 5. To ensure all health and safety documentation is prepared and the necessary licences are in place with the Council to enable the events to go ahead.
 6. To develop an agreed framework to monitor, survey the success of the project to help the community steering group understand the success of the work, this will include measuring the impact the project has had on the high street.
 7. Prepare and report on project progress within the format provided by the council Town Team Fund.
 8. Coordinate events with contractors and suppliers to deliver phases to time and budget. We would like recruitment to be local where possible, to support the local Burnt Oak economy.
 9. In ensuring that the bid remains within budget.

Specific requirements

Successful candidate is likely to be:

1. An individual with excellent interpersonal, organisational, verbal and written skills.
2. An experienced project coordinator.
3. Innovative and creative in overcoming problems and challenges to deliver projects on time and within budget.
4. Comfortable with IT and Social Media e.g., use of Word, Excel, PowerPoint (or equivalent), content creation, etc.
5. Enjoys working collaboratively and also on own.
6. High attention to detail and ability to work at pace.
7. Knowledgeable about Burnt Oak and its community.

Anticipated programme for work to be delivered

Proposed Activity	Timeline
Preparation	Aug – Oct
Planning phase - draft adverts, advertise and hire for Project Manager role [complete] - set up required legal, financial, measurement and admin infrastructure to ensure compliance - set out adverts, selection process and advertise for local participating businesses - permission for placement of advertising easels sought - commence measurement as per Section 5 (Evaluation and Legacy)	Weeks 1-10 (10 week duration)
Selection phase - selection process – review plans and credentials of Pilot phase local businesses; conduct due diligence; conduct risk assessments - notify successful businesses	Weeks 4-7 (4 week duration that overlaps with ‘Planning phase’)
Execution phase - each business to finalise plans for execution - layouts and logistics to be discussed, agreed and documented - easels printed and placed	Weeks 8-10 (3 week duration)
Delivery	Nov – Mar
Pilot Phase - Collect Measurement as per Section 5 (Evaluation and Legacy) - Monitor, review and evaluation of current phase - Planning and selection for next phase	Weeks 11-16 (6 week duration)
Phase 1 - Collect Measurement as per Section 5 (Evaluation and Legacy) - Monitor, review and evaluation of current phase - Planning and selection for next phase	Weeks 17-22 (6 week duration)
Phase 2 - Collect Measurement as per Section 5 (Evaluation and Legacy) - Monitor, review and evaluation of current phase - Finalise video of the events / activities for posterity - Proposal close and evaluation	Weeks 23-28 (6 week duration)

If you are interested and would like to apply, then please send us:

1. Your **CV and portfolio (in pdf format)** along showing your experience in delivering similar projects; and
2. In no more than 500 words please provide a statement outlining **how you will approach and support the successful delivery of the Burnt Oak’s Town Team Fund project in alignment with the specification above. Providing references is required and demonstrating knowledge of Burnt Oak is recommended.**
3. Please attach a Project Programme (in pdf format) setting out clear milestones and the process for delivering the project on time and within budget.

Please send this information to Lydia at lydia_202101@yahoo.com by Friday 22 July (11.59pm).

We will then shortlist applicants and look to host interviews from Monday 25 July 2022.