

Muslim Women's Sport Foundation

Inaan wa Amal: Faith and Action through Sport

Job Description Project Coordinator

Location: London

Hours: 20 hours/week (4 days, with additional hours on training dates as necessary)

Salary: 13,200 – 15,600 pa (increasing over lifetime of project)

1. MAIN PURPOSE OF JOB

The main purpose of the Coordinator role is to lead and manage the MWSF 'Born to Succeed' project effectively, and to ensure that deliverables are completed on time, on budget and to agreed quality standards. The role also requires a Project Coordinator to contribute to marketing and developing the work of the beyond the three year project timeline and supervising the work of the Office Manager.

Note there are two Coordinator positions to be filled for this project and responsibilities will be split between the two individuals as deemed necessary.

2. POSITION IN ORGANISATION

Reports to: Executive Committee.

Responsible for: Supervises Office Manager, team coaches and volunteers as and when required.

Main relationships: Liaises internally with Executive Committee (particularly Chairperson and Vice Chairs), Office Manager, team coaches, and volunteers delivering 'Born to Succeed'.

Liaises externally with current and potential funders, current and potential facilitators (including those facilitating the delivery of 'Born to Succeed'), current and potential publicity contacts, partner organisations and networking contacts.

3. BRIEF DESCRIPTION OF THE MWSF

The MWSF is a national not-for-profit organisation set up in 2001, which aims to get more Muslim women involved with sport – playing, coaching, supporting, volunteering or any other method of being involved in the sporting community. The organisation is now at the stage of growing its work with the Born to Succeed project, a three year project that will look to achieve the main aim of the MWSF – i.e. increase participation in sport amongst Muslim women. The organisation runs out of London but works in both London and Birmingham and, as the remit is UK-wide, the number of cities covered will inevitably increase.

4. SCOPE OF THE JOB

To take a leading role in maximising the outputs of the Born to Succeed project by:

- Managing and coordinating all aspects of the designated project
- Identifying and developing new prospects and projects
- Contributing to team and organisational work
- Quality assurance, including some travelling to ensure quality of project delivery



5. DUTIES AND KEY RESPONSIBILITIES

Managing and coordinating all aspects of the designated project

- Proactively coordinating the project and acting as central point of contact for the project team including Executive Committee, facilitators, and project volunteers
- Actively managing project contracts, finances and personnel to ensure projects are delivered within time and budget
- Identifying, developing and maintaining key relationships
- Facilitating at meetings and workshops as appropriate
- Creating, writing and coordinating professional, accurate and timely reports
- Managing project volunteers and those delivering the project in their day to day work
- Ensuring consistent and accurate administration of the project including:
 - Maintaining databases
 - Mail merging and distribution of invitations or information
 - Managing logistics
- Dealing with project related media enquiries and activities

To promote engagement and to develop new prospects for the MWSF

- Identifying and pursuing opportunities that might be suitable for future projects
- Process telephone and written enquiries about services
- Initiating and attending meetings with potential funders
- Attending events and making presentations as necessary

To contribute to team/organisational work

- To lead and manage by example, and to encourage team work
- To foster a 'can do' culture of by actively seeking solutions to problems
- To take responsibility for the project, which may require independent working
- Help to maintain and develop the organisation's policies and resources
- To provide formal progress reports to the Executive Committee at each meeting held by the group

6. GENERAL RESPONSIBILITIES

- Actively contribute to the MWSF as a team
- Assist in the development of systems and protocols
- Operate within organisational policies and practices
- Undertake other tasks as directed
- Be responsible for your own administration, including paperwork and filing

7. DIMENSIONS AND LIMITS OF AUTHORITY

- Authorises expenditure within own budget lines up to £100
- Accountable for budget lines and delivery

This job description does not form part of your contract of employment. The duties laid down in this job description may change following a review and in consultation between postholder(s) and line manager and senior manager.



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Person Specification

Project Coordinator

1. Personal Competencies

Competency Title	Ability to...
Communication and influence	Convey complex ideas in a compelling manner with skill, give presentations, manage discussions, conflicts and negotiation processes between people with ease and produce excellent written materials
Teamwork and cooperation	Develop mutually beneficial relationships both within and outside the organisation, generate trust and credibility when working in a team and be reliable, discreet and ethical
Efficiency and effectiveness	Balance multiple and conflicting priorities so that problems are spotted in advance and solutions identified quickly
Drive	Demonstrate patience and perseverance in the face of setbacks and problems and achieves a high output

2. Relevant Experience

Experience of...
Working in a national organisation, ideally in the voluntary/not-for-profit sector
Developing partnerships and relationships to achieve common goals
Managing staff on a daily basis
Involvement with managing project work, including financial record keeping

3. Specific Skills and Knowledge

Ability to...	Knowledge of...
Ability to solve problems proactively and creativity	Using sport as a tool to achieve development goals

