



Local Project Coordinator (Voluntary)

Bridge the gap-families in need cic is a Grass organisation based in Hackney set up to support families and their children in need. We aim to provide a non discriminatory service to families and their children enabling all to feel comfortable. We would love for you to join our warm and friendly team and play a part in creating our future.

Role Description

Bridge the gap team is recruiting a project coordinator for the community Digital Project to lead on the set-up and management of the project and activities that bring families and the community together, providing the much needed support and connection missing in children and families lives. We need someone who can offer flexibility to fit around their time and the service, has experience of management, creating and running groups or projects, talking therapies or other related areas with passion for the cause and for helping people who desperately need our help.

We require a project coordinator to be able to identify and evaluate potential risks before the project begins. They should be able to know how to then avoid risks or at least minimize their impact. Therefore making sure a project or activity is being run smoothly.

The Community Digital Project is aiming to target the digital divide exacerbated by Covid-19 by supporting children and their families who are at risk of digital exclusion.

The project will support the target group with the shift to digital learning, accessing virtual Tutoring whilst equipping parents with the relevant skills to support their children in the new virtual and remote working environment. It will do this by assessing the reason behind the families digital exclusion and then targeting support to overcome the barrier, this could range

from access to equipment or broadband, lack of relevant skills or a requirement for ongoing support with digital developments.

This post is subject to an enhanced Disclosure and Barring service check

- Networking with other IT companies to seek for devices
- Act as liaison between project participants and partners, providing a consistent point of reference and guidance for all agencies.
- Promote the project to relevant partners to ensure the funding criteria is met.
- Attend weekly london tech collective meeting with other organisations to bounce ideas
- Look for internet providers to see if support can be offered to families to access the internet
- Liaise with admin to monitor Project IT equipment distributed to families and get a better understanding of the amount of families and children requiring devices and internet
- Liaise with schools to connect with them to provide more children with access to a device
- Monitor and evaluate project according to each grant spent
- Capture good news stories and ensure progression outcomes meet funding criteria

Skills:

- Time management.
- Budgeting and cost estimating for projects being carried out.
- Planning resourceful activities/ Project.
- Good Communication- This is required to be able to convey messages to clients and team members
- Leadership skills- using own initiative
- Good Organizational skills
- Negotiation skills
- Team management skills
- Risk management skills
- Problem-solving skills

Are you?

- Friendly, self-motivated with good attention to detail
- Able to work independently and take initiative when required

- Confident with great communication skills (written and verbal)
- Good with IT skills (Microsoft Office, Excel etc)
- Reliable, punctual with excellent organisation skills

Commitment

There's flexibility with the Days and times you are available. You can state this in the application form when completing.

We really value our Community volunteers so in return for you giving up your time for us, you can expect:

- A warm welcome into our organisation
- online group induction and training session
- On-going support from staff
- An opportunity to develop new skills and add to your CV
- A reference for your time with us
- Reimbursement of travel expenses and reasonable out of pocket expenses towards activities
- refreshments/lunch whilst at base
- Invitations to any events relevant
- A genuine opportunity to make a difference and become part of our friendly community

Equal Opportunities

Bridge the gap -families in need cic are committed to achieving an inclusive environment which provides equality of opportunity and freedom from unlawful discrimination for everyone who works within and accesses our organisation and services.

Ready to apply?

All applications are completed online. You'll answer some simple questions and upload your CV/Cover letter.

Applications are on our website at <https://www.bridgethegaplondon.co.uk/>, click Join our team and this should take you through the process.

If applicants need support they will not be negatively assessed, instead helped through the process. Please get in touch.