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| **JOB TITLE:** | **ASDAN Project Coordinator** |
| **REPORTING TO:** | Head of Services |
| **RESPONSIBLE FOR:** | None |
| **HOURS:** | Full time – 37.5 hours per week |
| **SALARY:** | Tier 5 |
| **CONTRACT TYPE:** | Fixed term 18 months |
| **LOCATION:** | Witney or Stroud office |
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**ABOUT GUIDEPOSTS TRUST**

Guideposts is a UK based charity working with people in local communities to help them access the support, opportunities, and skills they need to overcome social challenges, improve their wellbeing and change their lives.

We run a range of services that are focused on helping people to achieve their potential regardless of their circumstances. We connect people together so that they can experience the joy that comes from friendship, activity, learning, purpose, and occupation. We love what we do, and we love seeing people flourish.

Many of the people we support come from the most disadvantaged groups in our society, including children and adults with additional needs and disabilities, people with mental health problems, older people with dementia and other neuro-degenerative conditions, and the families or carers of all these groups. We believe that all people should be equally valued and have an equal chance to live the best life possible, that is why we do what we do.

Together we are the Guideposts community, helping each other to achieve better wellbeing.

**PURPOSE OF ROLE**

**An Exciting Opportunity**

We are delighted to announce a opportunity within our services! This role is a chance to contribute to a meaningful project that makes a positive impact while working in a supportive and inclusive environment.

**About the Role**

The **Project Support Coordinator** will be pivotal in ensuring the successful delivery of our courses. Working closely with the Head of Services, you will:

* Coordinate course logistics for efficient and seamless operations.
* Provide support to facilitators to enhance the overall course experience.
* Act as the key liaison between participants and stakeholders, addressing their needs effectively.
* Deliver reliable and comprehensive administrative assistance to ensure the project runs smoothly.

This opportunity also offers access to professional development and training, along with flexible working options designed to suit individual needs.

**KEY REPONSIBILITIES**

* Coordinate course schedules, venues, and resources to ensure efficient delivery.
* Act as the main point of contact for facilitators, learners, and external partners.
* Support participants by providing relevant information and addressing their needs.
* Maintain accurate records, track attendance, and produce reports as required.
* Assist in the development and distribution of course materials.
* Support outreach and engagement efforts to increase participation.
* Ensure compliance with safeguarding policies and accessibility requirements.
* Handle administrative tasks such as processing enrolments and responding to queries.

**KEY ACCOUNTABILITIES**

* Course Coordination: Manage and oversee course logistics to ensure smooth delivery.
* Facilitator Support: Provide assistance and support to facilitators throughout the project lifecycle.
* Stakeholder Liaison: Act as a primary point of contact for participants and stakeholders, addressing their needs and inquiries.
* Administrative Oversight: Maintain accurate and effective administrative support for the project.
* Collaboration: Work closely with the Head of Services to align project activities with organisational objectives.

**KEY COMPETENCIES**

* Organisational Skills: Ability to handle multiple responsibilities, prioritize tasks, and meet deadlines.
* Communication: Strong verbal and written communication skills to engage effectively with stakeholders, participants, and facilitators.
* Attention to Detail: Ensure precision and accuracy in all aspects of coordination and administration.
* Problem-Solving: Proactively identify challenges and implement effective solutions.
* Teamwork: Collaborate effectively with the Head of Services and other team members.
* Empathy and Customer Focus: Provide excellent support to all participants and stakeholders with a people-oriented approach.
* Adaptability: Flexibility to respond to changing project requirements and timelines.

**PERSON SPECIFICATION**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Experience** |  |  |
| * Experience in project coordination or administrative support, ideally in an education or social care setting | √ |  |
| * Experience working with adults with learning difficulties or in inclusive education. |  | √ |
| * Experience in marketing or outreach to increase engagement. |  | √ |
| **Skills/ Training/ Qualifications** |  |  |
| * Strong organisational and time management skills. | √ |  |
| * Excellent communication and interpersonal skills. | √ |  |
| * Understanding of the needs of adults with learning difficulties | √ |  |
| * Proficiency in Microsoft Office and other relevant software. | √ |  |
| * Knowledge of safeguarding and accessibility best practices. |  | √ |
| **Personal requirements** |  |  |
| * Ability to work collaboratively with diverse stakeholders. | √ |  |

**OTHER DETAILS**

All staff are ambassadors for Guideposts and as such may be required from time to time to assist managers and fundraising in the promotion of Guidepost and its work.

All staff have a responsibility to look after the Health and Safety not only of those people who use our services but for themselves and their colleagues and should follow Guideposts Health and Safety Policy and Procedures.

Guideposts is an Equal Opportunities employer.

This job description is not exhaustive but is provided to assist the post holder to know and understand the main duties of their role.  Responsibilities may be subject to review and may be varied in emphasis depending on operational requirements.  It may be amended from time to time in discussion with the post holder.

**How to Apply**  
Please submit your CV and cover letter, by Friday 11th July 2025.