**Job Description. Project Manager**

Job Brief

**Citizen Outreach Coalition**, a Liverpool based charity is looking for an experienced Project Manager who will manage our Heritage Lottery funded project on the definitive story of Africans residents in Merseyside. The one year fixed term project will record African Merseyside stories on video, audio and in pictures. The stories will be recorded among Somali, Nigerian and Ghanaian communities who have lived in Merseyside for at least 20 years. Their stories will be exhibited and archived as part of Liverpool heritage.

**Responsibilities**.

Co-ordinate the work of 40 volunteers who will help in recording and editing the stories

Ensure the project is delivered on time, within scope and within budget.

Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility

Ensure resource availability and allocation

Develop a detailed project plan to monitor and track progress

Manage any changes to project scope, project schedule and project costs using appropriate verification techniques.

Establish and maintain relationships with stakeholders and vendors.

Create and maintain project documentation.

**Essential skills**

Experience of oral history techniques/collection and methodology

University degree in Journalism or Communications.

People and Project Management Skills

Efficient organizer with ability to meet deadlines

Computer Literate (Word, Excel, Powerpoint, social media and website updating)

Patience, tact and diplomacy

Able to work flexible hours, including weekends.

Experience in National Lottery project Management and reporting

**Responsibilities of Post**

Administration, Financial Management and Reporting

-Budget Management, reporting to management committee, making payments to volunteers and professional trainers

-Reporting. Submitting reports to management committee when necessary

-Set up and maintain record keeping systems

Create and maintain database of key contacts.

PR & Marketing

-Issuing relevant press releases.

-Writing for and updating COC website & social media feeds

-Creating and maintaining a range or promotional material

**Salary**.

£23.000 pa.

12 Months fixed contract. Working 35 hrs per week. Applicants need to be flexible as working might include weekends.