 

 **Project Coordinator**

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|  Project Co-ordinator: Get Ready … for Employment |
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Do you want to join a growing, vibrant organisation that helps people develop their working skills?

Working within Creating Enterprises award winning Employment Academy to develop, plan and deliver a new Programme.

The project is aimed at those living in Conwy, aged over 25 years and not in employment.

 £25,000 – 37 hours per week – Fixed Term Contract – December 2019

The project will take place in – Mochdre Creating Enterprise Offices

**About the role:**

* We are looking for an experienced, organised and resourceful individual with excellent interpersonal skills
* This exciting role involves working creatively and pro-actively alongside people who are out of work and over the age of 25
* Delivering training and employability sessions to all participants to create a supportive pathway towards employment which will include a suitable work placement/volunteering opportunity
* To oversee the implementation and set up of the programme and engagement of 78 participants onto the programme
* To develop appropriate engagement activities in conjunction with Creating Enterprises Engagement Partner and Project Administrator to ensure recruitment targets for the programme are met within required timescales for each programme start date
* To put systems in place to ensure each participant achieves relevant outcomes required by the programme funders

This is a great opportunity to help a growing organisation to deliver exciting projects.

The closing date for applications: Friday 14th September 2018

For an application form please contact: vacancies@creatingenterprise.org.uk

Creating Enterprise is an equal opportunities employer and welcomes applications from all sections of the community.

 