

Role Description: Project Coordinator

Role	Project Coordinator
Salary	£13.45 per hour
Working Hours	14 hours per week
Contract	12-month contract
Location	Home based with access to office facilities in Lincoln. Local (and occasional national) travel will be required.
Line Manager	LVET Deputy Managing Director

Introduction to LVET

LVET is a collective of over 150 VCFSE organisations working together and with partner agencies including the NHS and Local Authorities in Lincolnshire. Our members are Voluntary, Community, Faith and Social Enterprise organisations involved in supporting the people of Lincolnshire to live well. Our members range from large charities such as MIND, St Barnabas and Age UK to smaller hyper local Community Interest Companies or community groups.

LVET values

We expect anyone who represents LVET in either a paid or voluntary role to do their best to not only work to these values but also to challenge others when they do not.



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Main purpose and outcomes of the role

1. To **co-ordinate a countywide network** of existing Community Digital Health Champions, including convening bi-monthly Champion Meetings.
2. To recruit and support **new Community Digital Health Champions** in Lincolnshire.

Principal tasks and responsibilities

The key tasks and responsibilities reflect your role in growing and supporting the Community Digital Health Champions network. They are primarily operational and include:

1. To **map and convene** existing digital champions, **convening bi-monthly Champion meetings**.
2. To **recruit, train, support and coordinate** a network of digital champions across Lincolnshire, focusing on areas of digital exclusion.
3. To **identify host organisations and trusted community spaces** in areas of need
4. To **develop and build a network** with a minimum of 50 volunteers by January 2027
5. **Map and communicate widely** where people can access devices / data / SIM cards etc., along with **supporting access** to Good Things Foundation.
6. To **develop a digital space** where Champions can find advice and support on scams, NHS app etc.
7. To **co-develop materials** to promote NHS app use
8. **Explore sustainability** models to maintain the network beyond this funding

Things we expect of everyone working at LVET

There are some things that are everybody's responsibility at LVET and we expect everyone to contribute to, at an appropriate level. We expect everyone to:

9. Promote and support the achievement of LVET's communication, engagement, digital, and volunteering objectives.
10. Act as a positive ambassador for LVET and the VCFSE sector in Lincolnshire.
11. Maintain a high standard of probity in professional, personnel and financial matters, maintaining good relations with colleagues and external partners and to act in accordance with LVET's code of conduct, safeguarding policies, and other relevant organisational policies.
12. Uphold and promote LVET's commitment to equality and diversity and the value of lived experience.
13. To be flexible and adaptable, undertaking any other reasonable duties as they arise in the future, and which contribute to LVET achieving its goals.

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Person profile

We would expect that the person carrying out this role possesses or is able to demonstrate their capability to develop the skills, knowledge and expertise listed below.

1. Experience of recruiting, managing and supporting volunteers.
2. Excellent facilitation, convening and coordinating skills to deliver services countywide.
3. Experience or knowledge of the Voluntary, Community, Faith and Social Enterprise Sector.
4. Strong IT skills, with confidence to work remotely and virtually.
5. Knowledge of digital learning platforms, shared works spaces and co working tools.
6. Excellent verbal and written communication skills including use of IT.
7. Ability to work independently, and unsupervised.
8. Excellent inter-personal, organisation, communication skills and a team player.
9. Adaptable, and flexible attitude.
10. Understanding of equal opportunities, with a commitment to promoting diversity.
11. Ability to travel across the county (preferably a full driving licence and access to a car with appropriate business use insurance).
12. A relevant Level 3 or Level 4 qualification, and relevant experience gained through paid employment or volunteering.