

ERDF/SHICC Project Coordinator Job Description

Type: Part Time

Duration: Fixed term 20 months

Hours: 2 days per week

Salary: circa £25,000, pro rata

Reports to: London CLT's Membership and Stewardship Manager

Start date: June 2018 - December 2020

Location: London Limehouse, or remotely, with travel around NW Europe.

Introduction

London CLT works with communities to create genuinely and permanently, high quality affordable homes that are priced according to local incomes, ensuring Londoners are no longer forced to leave the neighbourhoods they call home. They run their campaigns in partnership with Citizens UK - the national home of community organising - and plan to build hundreds more affordable homes across the city in the next 5 years.

To support its growth and the growth of a broader CLT movement, London CLT is taking part in a North-West European Interreg Funded Project financed by the European Regional Development Fund (ERDF).

The Sustainable Housing for Inclusive and Cohesive Cities (SHICC) project seeks to support the establishment of more successful CLTs in cities across the NWE region. Over the three-year project it will invest in four existing CLTs in Brussels, Ghent, Lille and London to 'prove the concept', create a supportive local, regional and national policy, funding and regulatory environment for CLTs and build a movement across the region.

To help us fulfil our commitment to this project London CLT are hiring a project coordinator, who will report to SHICC's main contact point for London CLT (The Membership and Stewardship Manager). It will be the coordinator's role to ensure our deliverables for the project are kept on track and that the necessary reporting requirements are fulfilled in conjunction with both national and regional regulations. Given the range of projects London CLT has ongoing it will be important for the coordinator to be highly organised and with an ability to navigate complex bureaucratic structures. They will be expected to create administrative systems to ensure the timely delivery of the project and the mitigation of risk.

Administration and Communications

- Attend quarterly steering committee meetings in Lille or Brussels and interim conference calls to arrange events or make decisions with project partners.
- Manage the diary for the project on behalf of London CLT including: reporting deadlines, internal procurement deadlines, events, overseeing submissions for the peer-to-peer work package we are managing which will involve reminding our partners of deadlines, diarising peer support consultations.
- Fill in quarterly reporting templates internally to allow the project lead to monitor overall progress.
- Collect internal updates to be able to share with other project partners as part of our ongoing communication.
- Coordinate speaking events and appointments on behalf of London CLT relating to the project.
- Support our role in other work packages by working with London CLT staff to collate relevant data for our partners relating to communications, finance, impact etc.

Procurement

- Assist staff when hiring posts relating to the SHICC project, including: data impact consultant, site project manager.
- Keep a record of relevant procurement processes to submit alongside reporting.

Reporting and First Level Control

- Assist in procurement of a first level controller (FLC) to authenticate project expenses and reports prior to report submission.
- Once hired, assist FLC and M&S Manager in verifying and submitting reports using the online EMS platform.
- Alongside the FLC keep a record of all internal expenses and expenditures relating to the project in conjunction.
- Closely monitor all project expenditure.
- Establish an early warning system to monitor whether we are due to over or under spend on a budget line and escalate any anomalies to the M&S Manager.

Event Preparation

- Support London CLT in delivering annual SHICC events in Lille, London and Brussels.
- Communications with members to advertise events and drive attendance.
- Support the National CLT Network in creating relevant communications documents relating to the national events and peer to peer events.
- Setting up peer-to-peer monitoring and feedback systems.

Essential

Candidate must:

- Be highly organised with a tendency to structure and process
- Be able to take initiative and confident in firm upward management of colleagues
- Have an eye for detail, spotting written or numerical errors
- Be confident interacting with a range of international partners
- Have IT proficiency (including practical experience of working with office software including databases, spreadsheets and social media communication tools)
- Have experience in Project management and budget monitoring.

Desirable

Candidate will preferably have previous experience of:

- ERDF or other European funding structures
- Bookkeeping, filing company accounts or audits
- Online databases such as the EMS
- Bilingual in either French or Flemish.

Please send your CV along with a cover letter to calum@londonclt.org . The deadline for applications is **25th May 2018**.