



“One world in one classroom.”



Liverpool World Centre
Toxteth TV
37-45 Windsor Street
Liverpool L8 1XE
Tel: 0151 708 6515
www.liverpoolworldcentre.org

Job title: Office Coordinator

Responsible to: Director

The organisation

Liverpool World Centre (LWC) exists to make world issues relevant to the lives of young people. School is a crucial part of a young person's life, therefore LWC works with children and teachers to facilitate understanding of global issues and promote social change. LWC uses topics such as Fairtrade, climate change, and citizenship to explore the relationships of young people with each other and those in the wider world. Such topics have been pulled together within the term “Global Learning”, and LWC has developed expertise and resources for schools in this area.

The LWC team currently consists of 6 paid staff, and 8 associates. LWC works in a very dynamic and creative way, and promotes opportunities for staff and volunteers to develop themselves and the organisation.

The role

The Office Coordinator will ensure that all LWC staff are supported in delivering their projects. The post holder will therefore have good organisational skills, and enjoy communication within team members and project partners. It is currently a 14 hour post, based at the LWC office, with the opportunity to work flexibly across the week. Whilst team working is important, the post-holder must be able to work effectively on their own.

The will support the following European projects:

- Get Up and Goals – a project for school teachers working with the Sustainable Development Goals (SDGs)
- Intercap – working with teachers and trainees on SDGs and migration
- Erasmus+ - several projects relating to work in schools, and using participatory techniques such as Philosophy for Children to promote critical thinking.

Main Duties

OFFICE COORDINATION (25%)

1. To support the smooth running of the office
 - a. Field general enquiries (phone, email and messaging systems)
 - b. Maintaining databases and online data storage in an orderly way that can be easily accessed used by staff
 - c. Maintain notice boards and public spaces
 - d. Manage office use by external organisations and staff meetings
 - e. Maintain stationery levels
2. To provide administration coordination
 - a. Work with staff, project partners and agreed proposals to define, prioritise, and coordinate activities and deadlines across organisation
 - b. To develop and manage a deadline warning system for activity delivery and reporting using project management or similar tool.
 - c. Manage staff timesheets
 - d. Make bookings for train, flight and accommodation for projects and other events (payments to be authorised by Director or delegated member of staff)
3. To provide finance coordination
 - a. Input income and expenditure information in cashbook
 - b. Issuing, monitoring and chasing invoices
 - c. Cashbook bank reconciliation
 - d. Preparing salaries information (actual payroll is done by external agency so is not part of post)
4. To coordinate office procedures in relation to conferences, workshops and other LWC events. This will include:
 - a. Recording bookings, training and events
 - b. Maintaining LWC events database at office and online via website
 - c. Maintaining LWC delegate and organisation database
 - d. Maintaining delegate and organisation membership, including annual invoicing
 - e. Corresponding with delegates and organisations paying for training and events
 - f. Invoicing delegate and organisations attending conferences, workshops and other LWC events

PROJECTS SUPPORT (25%)

5. To coordinate project administration in order to be "report ready", including:
 - a. Open up and maintain project master files
 - b. To manage the hard copy project information (e.g. setting up and updating project folders)
 - c. Liaise with Finance Manager and Project Lead Partners regarding EC reporting
 - d. To oversee and prepare quarterly project reporting, working to strict deadlines
 - e. To support project and other events including:
 - i. Booking venue and catering
 - ii. Monitoring and drawing up delegate lists
 - iii. Preparing the resources and support materials for events and follow up

EVENTS COORDINATION (30%)

6. To organize, promote, manage and evaluate conferences. This will include (not exhaustive list):
 - a. Producing detailed proposals for events (e.g. timelines, venues, suppliers, legal obligations, staffing and budgets)
 - b. Organising venue, guest speaker liaison, risk assessment, delegate packs
 - c. Promote events to increase sales

- d. Manage event attendance, collect delegate feedback
- e. Evaluate events by processing feedback data
- 7. Coordinate workshop/training bookings. This will include:
 - a. Recording bookings
 - b. Liaising with teachers, schools and other organisations to confirm training needs and dates
 - c. To allocate LWC staff to booked events
 - d. To update, issue and make LWC training staff aware of new and outstanding bookings.
 - e. To issue contracts and service level agreements where appropriate

COMMUNICATIONS (20%)

- 8. To promote LWC activities. This will include (not exhaustive list):
 - f. Producing LWC newsletter in electronic format (e.g. using Mailchimp)
 - g. Producing LWC surveys (e.g. using Survey monkey)
 - h. Updating LWC website
 - i. Posting content on LWC twitter and other social media feeds
- 9. Dissemination.
 - a. Understanding, designing and delivering a dissemination plan (e.g. social media, conferences)
 - b. Evidencing dissemination and recording these for later project reporting.
- 10. Additional duties relating to post
 - j. To participate in Liverpool World Centre meetings, training sessions and conferences as and when required.
 - k. To be willing to learn about LWC educational approach and work with children and communities.
 - l. To attend schools and training venues as appropriate.
 - m. To participate in her/his own supervision and appraisal.
 - n. To carry out other duties consistent with the nature of the post.
 - o. To carry out all the above in accordance with the aims, values and policies of Liverpool World Centre, in particular, confidentiality, impartiality and Equal Opportunities.
 - p. The above duties will be prioritised by the Director in consultation with the post-holder. The post-holder may be asked to re-organise his/her work in order to help the centre to respond to changes which can arise from time to time. This would be done in a way consistent with the purposes of the post and in consultation with the post-holder.

Person Specification

Job Title	Office Coordinator	
Requirements	Essential (E); Desirable (D)	Application (A); Interview (I);
Education		
5 GCSEs including Maths and English grade C or above or equivalent.	E	A
An Administration or IT qualification at Level 2 or above; AAT or equivalent book-keeping/accounting qualification	D	A
Experience		
2 years' experience of office coordination that demonstrates confidence with designing and implementing office systems (databases, calendars, data monitoring etc).	E	A, I
Experience of working in with EU project funding, or similar funders and reporting regimes.	D	A
Skills		
2 years' experience of using IT, demonstrating use and creative application of office and online software (e.g. Word and Excel; databases; virtual IT tools such as Dropbox, skype; online events systems such as Doodle poll and Eventbrite; skills in editing websites and social media).	E	A, I
Excellent communication skills that demonstrate good listening as well as clear thinking.	E	I, T
Skilled in basic book keeping and invoicing, or similar, that demonstrates accuracy with numbers and ability to catalogue and maintain records.	E	A, T
Knowledge and understanding		
Knowledge of project management and; project management software (e.g. Asana; Open Project; Microsoft Project etc)	E D	A, I
Understanding of project based delivery demonstrating ability to map and prioritise events across multiple projects (either through on the job training or study).	E	A, I, T
Personal		
Commitment to the values of LWC (promotion of social justice issues, lifelong learning and human rights)	E	A, I
Enjoy working within small, creative and dynamic team, whilst able to work independently and exercise initiative.	E	A, T

Terms and Conditions of Employment

This post is offered on part -time basis initially until November 2020 with possibility of continuation subject to funding.

The post will start w/c 14th January 2019

The following conditions of service will apply:

Salary	£22,656-25,951 pro rata (usually starting at the lower end of salary scale)
Pension	LWC operates an auto enrolment scheme for all eligible posts
Location:	Liverpool Office (based at Toxteth TV, 37 Windsor Street, L8 1XE)
Holidays	25 days per year plus 8 public holidays pro rata.
Hours of Work:	14 hours per week (excluding lunch breaks). Days to be agreed with post holder.
Probation:	The posts will have a probationary period of six months.
Notice:	One month notice of termination of employment on either side.
Disability:	We are committed to making every reasonable adjustment to the workplace or working arrangements so as to accommodate people with disabilities.
DBS	Employment in these posts is subject to satisfactory police clearance being obtained. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (exception) Order 1975 and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act.

Recruitment process

Applicants should complete and submit the **application form** describing how they meet the requirements of the post and the person specification, and include names and contact details of **two referees**. They should also complete an **equal opportunities form** – to arrive no later than **10am, Thursday 6th December 2018**.

All forms are available at <http://liverpoolworldcentre.org/index.php/jobs-volunteering/>

If you submit your application by email, please include your application form, and equal opportunities form as attachments, and email to: pablo@liverpoolworldcentre.org

If you submit your application by post, please address it to: Liverpool World Centre, Toxteth TV, 37-45 Windsor Street, Liverpool L8 1XE.

Short-listed candidates only will be contacted after the closing date, with **interviews to take place on Monday 17th December 2018**.

This post may require the successful candidate to undergo a DBS check.

Notes for applicants on making an application

- You should supply the name and contact details for two referees. One of your referees should be your present or most recent employer. If you have not been employed or have been out of employment for a long time, please give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. This should not be a relative or purely personal friend. References will be taken up for the successful candidate prior to an official job offer.
- The enclosed person specification lists the minimum requirements for this post. When short-listing for interview the selection panel will only consider the information in your application and will assess this against the person specification. (Please repeat anything you've told us in email or phone enquiries)
- The selection panel cannot make assumptions about the nature of the work you have done or your experience from a list of job titles. It is therefore important that you demonstrate how you meet the requirements. We very much value voluntary work as well as other life experiences so remember to include these as well as paid work experience. **You must also give examples, of what you did to meet these requirements.**
- In order to ensure that you address all areas in the person specification.
- In addressing the person specification it is worthwhile also considering the job profile to see how the skills or experience will be applied in the job.
- If you are short-listed for interview, the selection panel will ask you questions based on the person specification which will cover the areas in more detail.