



## **Project Development Coordinator Required**

Hythe Pier Heritage Association are looking for a Project Development Coordinator to help us deliver the next phase of the community project to save Hythe Pier.

This appointment will be a full time role, initially for a fixed term one year contract. The position will see you right at the heart of the project, operating from our office base at the Grove in Hythe.

To fulfil this position, you will need to have:

- A high standard of education, ideally to HND or Degree level.
- Knowledge of the voluntary sector and experience of a community project
- Experience of working with volunteers
- Some experience and knowledge of grant funding applications
- The ability to communicate at all levels, chair meetings, support and coordinate multi-disciplinary consultants and advisors and other professional service providers and contractors.

Your key responsibilities will be:

- Managing and coordinating the project plan and timetable.
- Working as part of the HPHA management team.
- Supporting the development and management of the business plan.
- Promoting and leading the voluntary engagement to ensure our objectives are delivered.

You will need to be flexible in your approach. Most of all you will need to have energy and enthusiasm and the persistence and determination to succeed. Some local and regional travel may be required.

Please submit applications in writing together with your CV to the address below. The closing date for all applications will be 7<sup>th</sup> December 2018.

If you would like to be involved in this important community project then why not contact us for an informal discussion. You can telephone Peter King on 07923 936407, or email [Peter.King@HythePierHA.org.uk](mailto:Peter.King@HythePierHA.org.uk)