

## Project coordinator – Grapevine Wellbeing Centre

- Salary: £20,800 for 25 hours a week (£33,280 FTE) with possibility of increasing to 30 hours funding depending.
- Hours: 5 hours across 5 days per week (some evening and weekend work will be required)
- Contract: Fixed term until 31 March 2029
- Location: Buxton
- Closing date: 5 pm Thursday 5<sup>th</sup> February 2026

### About Grapevine Wellbeing Centre

- Grapevine Wellbeing Centre is an independent charity supporting adults within our community to improve and maintain their own mental health. We do this through bringing people together, promoting creativity and embracing the natural environment as tools to move people forward.
- Based in a centre in Buxton, the charity has been established since 2003.
- As the project coordinator, you will work in conjunction with the trustees to ensure the smooth and efficient running of the charity, including the daily health and safety.
- We're committed to building a diverse and inclusive team. We warmly welcome applications from people of colour, disabled people, and those with lived experience of marginalisation. If you need any adjustments to take part in the recruitment process, just let us know.

### About the role

The majority of our charity's funding comes from the National Lottery Community Fund, and we are now looking for a project coordinator to join our team. This role is funded until March 2029. The Project Coordinator will maintain, improve, and sustain all three strands of the charity: Weekday Grapevine, Community Grapevine, and Evening and Weekend Grapevine.

### Key Responsibilities:

- The running of the Wellbeing Centre and drop-in sessions, groups/courses and community activities run through the Centre.
- Ensuring that all financial transactions and cash handling systems are properly and effectively recorded.
- The support and training of volunteers.
- To engage in community activities outside the Centre

## **1 Financial**

- In consultation with the treasurer, preparing operating budgets & financial projections
- Monitoring and responding to performance against budget
- In collaboration with Trustees, develop fundraising initiatives and funding applications to secure necessary funding for the Centre's operation and activity/resource development. This will include bid writing.
- Ensuring that all financial transactions and cash handling systems are properly supervised, effectively managed and recorded

## **2 Policy**

- Promoting an ethos and practice that seeks to support and include all the community
- Ensuring all attending the centre do so in a safe and supportive environment
- Maintaining and enhancing the positive reputation of the Grapevine Wellbeing Centre
- Recognising the wishes and sensitivities of the local community in relation to all activities
- Reviewing policies and keeping them up to date

## **3 Communications**

- Actively engage and develop strong, effective relationships with a wide range of internal and external stakeholders, including members, volunteers and representatives of existing and potential client groups
- Have overall responsibility for communication tools, including social media
- Conduct appropriate research to obtain and act on regular feedback from charity members
- Produce regular reports and update bulletins for the Board of Trustees and funders

## **4 Operational**

- Line management of staff, including all project staff and sessional workers
- Preparing and implementing programmes, timetables and rotas for staff and volunteers
- Reviewing and implementing health and safety policies and practices to ensure all statutory guidelines and legal obligations are met. This should include overseeing the organisation and maintenance of appropriate records, including health and safety, risk assessment and accident reporting
- Ensuring that the building, facilities and equipment are maintained to the required standards, including all mandatory checks

- Prepare facilities for drop-in sessions and use of all groups, including the setting up/taking down of equipment

## 5 Management of Volunteers

- Adopting, maintaining and communicating best practice. This will include overseeing any training requirements
- Conducting regular volunteer appraisals and identifying training needs for volunteers
- Ensuring that all policies and procedures are followed

To apply, please email your CV and a covering letter explaining how your skills and experience make you a strong fit for this role using the person specification as your guide, to [grapevineana@outlook.com](mailto:grapevineana@outlook.com)

## Person Specifications

We're looking for passionate individuals who care deeply about people, community, and equity, and who have a strong understanding of mental health.

### Community Engagement & Inclusion

- Experience designing and leading inclusive activities
- Commitment to involving marginalised groups
- Strong communication and volunteer management skills

### Practical & Creative Skills

- Confidence leading hands-on activities
- An understanding of health and safety requirements
- Skilled in monitoring, reporting and funding bids

### Evaluation and monitoring

- Excellent IT skills, including Canva, Eventbrite and Microsoft Office
- Ability to implement and manage systems to track and evaluate project progress

### Personal Qualities

- Passionate advocate for wellbeing
- Creative and self-motivated
- Comfortable working independently and in emotionally sensitive environments
- Skilled at managing group dynamics and defusing situations
- Clear understanding of professional boundaries
- Proven project coordination experience