**Job Description. Project Manager**

Job Brief

**Citizen Outreach Coalition**, a Liverpool based charity is looking for an experienced Project Manager who will manage our project titled “***The History and Growth of African Pentecostal Churches in Merseyside”***

The 11 month fixed term contract will involve working on a National Heritage Lottery Fund multi-media project that will record the Oral Stories of Africans with a focus on Pentecostalism and how it influences their everyday lives and interactions with others. The stories will be recorded on video, audio and in pictures. All project material will be archived at the Liverpool Central library

**Responsibilities**.

Coordinate the work of 20 volunteers who will help in interviewing, recording and editing the stories

Ensure the project is delivered on time, within scope and within budget.

Assist in the definition of project scope and objectives, involving al relevant stakeholders and ensuring technical feasibility

Ensure resource availability and allocation

Develop a detailed project plan to monitor and track progress

Manage any changes to project scope, project schedule and project costs using appropriate verification techniques.

Establish and maintain relationships with stakeholders and vendors.

Create and maintain project documentation.

Produce a 50 minutes video documentary of the project.

Available to carry out any other related project duties

**Essential skills**

Experience of oral history techniques/collection and methodology

University degree in Journalism, Communications or a related subject.

People and Project Management Skills

Efficient organizer with ability to meet deadlines

Computer Literate (Word, Excel, Powerpoint, Social Media and website updating)

Patience, tact and diplomacy

Able to work flexible hours, including weekends.

Experience in National Lottery project Management and reporting

Good writing skills

Mastery of Adobe Premiere pro CC or other video editing software

**Responsibilities of Post**

Administration, Financial Management and Reporting

-Budget Management, reporting to management committee, making payments to volunteers and professional trainers

-Reporting. Submitting reports to management committee when necessary

-Set up and maintain record keeping systems

Create and maintain database of key contacts.

PR & Marketing

-Issuing relevant press releases.

-Writing for and updating COC website & social media feeds

-Creating and maintaining a range or promotional material

**Salary**.

£22000 per annum

11 Months fixed contract. Working 35 hrs per week including weekends.