



**D.C.C.C.**

## **JOB DESCRIPTION & PERSON SPECIFICATION**

|                           |  |
|---------------------------|--|
| <b>JOB TITLE:</b>         | <b>Project Co-ordinator</b>  |
| <b>PROJECT:</b>           | The Early Childhood Identity & Belonging Programme<br>(Peace III funded) |
| <b>EMPLOYER:</b>          | Donegal County Childcare Committee Ltd                                   |
| <b>REPORTS TO:</b>        | DCCC Manager   |
| <b>LIAISES WITH:</b>      | Project Specialist   |
| <b>SALARY:</b>            | Grade IV   |
| <b>..HOURS OF WORK:</b>   | 2 days per week (14 hours)   |
| <b>CONTRACT DURATION:</b> | September 2010 to March 2011 (7 months)                                  |

### **DUTIES & RESPONSIBILITIES:**

- Creates and maintains a separate Cheques Journal and Receipts Book for detailing transactions relating to this project only.
- Sets up a new bank account for the purpose of this project's funding only.
- Pays authorised invoices associated with this project monthly. This will include scheduled instalments to the Project Specialist upon submission of authorised invoices.
- Prepares a monthly bank reconciliation.
- Provides both a progress report and a financial report on the Project to the DCCC Manager on a monthly basis.

- Prepares and submits Quarterly Financial Returns and Progress Reports to Peace III.
- Prepares and submits timely drawdown requests to PEACE III.
- Produces and monitors the Project budgets, in consultation with the DCCC Manager.
- Purchases materials pertaining to the Project.
- Seeks quotes on services and materials, and is responsible for the print of the Educator's Handbook & Resource Pack, the Parent's Booklet and the Evaluation Report.
- Liaises with the Project Specialist re the progress of the Project, updates and general organisation, and provides admin support.
- Is responsible for keeping the Project on track and within timeframe.
- Attends to advertising and publicity surrounding the Project.
- Produces details and updates for DCCC Newsletter, DCCC Website and group SMS text-messaging.
- Attends to any mass-mailings connected to the Project.
- Booking venues and organising for the use of the Playbus for workshops.
- Organises and promotes the Project Launch.
- Attends to other reasonable additional duties, relevant to the post, as and when required.

**PERSON SPECIFICATION:**

- Computer literate, with a high level of IT skills, particularly in the use of MS Excel.
- Solid experience of book-keeping and accounts.
- Good organisational & interpersonal skills.
- Ability to work on own initiative.
- Use of a car, and a full clean driver's licence.