



PROJECT COORDINATOR, EQUIBALANCE PROJECT

TERMS & CONDITIONS, JOB DESCRIPTION AND PERSON SPECIFICATION

Terms and conditions

Job Title:	Project Co-ordinator, Equibalance Project
Reports to:	Project Manager, Equibalance
Salary:	The part time salary is £12,500 per year which equates to a full time equivalent of £25,000 per year + plus generous benefits
Hours:	17.5 hours per week some evening work maybe required ELBA operates on a hybrid flexible working basis, where staff work both in-office and remotely throughout each week. The specific distribution of days in-office and remote work may vary depending on activities and events.
Annual Leave:	25 days per annum plus public holidays pro rata 2 days volunteering leave
Length of Contract:	12 months (depending on start date) fixed term
Location:	East London Business Alliance 3rd Floor, City Reach 5 Greenwich View Place London E14 9NN

About ELBA

ELBA builds the connection between businesses and the community in east London and beyond, creating a positive impact and strong communities and tackling the issues that determine social mobility. A registered charity and membership organisation, ELBA has over 30 years of experience in enabling successful partnerships between business and the community. In the past year, ELBA helped place over 300 people into work in London through its award-winning Employment Works programme, delivered over 12,000 business volunteers into the community, and worked with over 300 local organisations in east London. Our mission is to create possibilities to bring about positive change in London by channelling the wide-reaching resources and influence of the private sector to address key areas of need.

About our Employment work

When ELBA's employment and skills programme was established in 2005, its mandate was simple; to engage our member companies in the local unemployment agenda and help

disadvantaged people from East London into work. Since then, we have supported over 6,000 people into work, thousands more have benefitted from work experience placements, internships, mentors and training.

Equibalance

The EquiBalance project, supported by Barings since 2022, targets and engages young black male and female students who are studying at London based sixth form schools and colleges to improve their long-term earnings prospects by helping them to develop key employability skills and gain access to valuable work experience. The model is designed to target and engage Global Majority students aged 15-18 and support them through a series of bespoke skill development, career awareness and confidence boosting workshops in preparation for applying for a summer or half-term internship.

The role

After 2 successful years of delivery, we are recruiting a part time coordinator to elevate the project through a highly effective project plan. The postholder will work within the Employment and Skills team, supporting our work with Global majority students aged 15-18. The position is part time until the end of the project year in November 2025.

Job description

- Working with the project manager to attract, retain and progress students on the Equibalance programme executing all activities in order to achieve this.
- Helping to manage all social media platforms and web pages, creating content and measuring impact.
- Organise and promote project of events
- On a weekly basis, create a catalogue of case studies that raise the profile of the project and global majority students more broadly
- Manage Equibalance information inbox efficiently and in real time , in a timely manner
- With the project managers guidance draft written internal and external comms pieces for newsletters, articles and on-line platforms
- Join social media groups and professional platforms to discuss industry-related topics
- Collate and circulate details of vacancies and training opportunities
- Attend and minute partnership and steering group meetings
- On a daily basis keeping accurate records of all students and partners on our Salesforce CRM platform.

General

- Attend ELBA team meetings, collaborate with other ELBA colleagues on projects where appropriate and contribute to the development of ELBA as an organisation
- Adhere to relevant policies including equal opportunities and health and safety
- Actively promote and support safety and wellbeing of students and volunteers and comply at all times with ELBA's safeguarding policies.
- Undertake any other reasonable duties as requested by your line manager

Person Specification

ELBA's core competencies define the principles and ethos that are central to the way we seek to operate as an organisation and the way we treat those with whom we come into contact. They inform what we do and how we do it; we expect every member of staff to

commit to creating value for our members and community partners. ELBA's core competencies are:

- Accountability
- Leadership
- Commercial awareness
- Relationship management
- Adaptability
- Delivery
- Communication
- Creativity

In addition, the ideal candidate will have the following skills:

Essential skills and experience

- A minimum of 1 years work experience in a similar role (paid or unpaid)
- Thoroughness, accuracy and attention to detail
- Competent with various IT applications
- Excellent oral communication and writing skills with the ability to articulate messages clearly and concisely in an engaging style consistent with ELBA's brand
- The ability to work confidently with different types of people at different levels of hierarchy
- A positive approach to problem solving with a passion for creating solutions
- The ability to take ownership of a task from beginning through to a successful conclusion
- An understanding of and commitment to equal opportunities
- A flexible and communicative team player

Desirable skills and experience

- Experience of working in a similar role potentially working with students
- Knowledge / experience of Canva
- Knowledge/experience of Google Suite
- Knowledge of SEO and Google Analytics
- Knowledge/experience of Salesforce

ELBA wants to represent the diverse community we support and aims to be an inclusive employer in terms of ethnicity, disability, sexual orientation & background. We are an equal opportunities employer and we welcome all applications.

Please note this role is required to have an enhanced Disclosure and Barring Service (DBS) check. The successful candidate will be required to comply with ELBA's safeguarding policies and any appointment will be subject to satisfactory references as well as DBS.