



Registered Charity Number 1116321

Project Coordinator

Mitchell House, Brook Avenue, Warsash, SO31 9HP

Tel: 01489 589111 www.chrysalis-gii.org

Job description: Project Coordinator, 5 hours per week (£17,550 pro rata)

Chrysalis small charity

Are you organised, good at planning and working within a budget? Outgoing with a flair for creating memorable events? Can you motivate and coordinate a small team to deliver Chrysalis' external events and looking to develop your project management skills? Do you care passionately about equality and the rights of everyone to self-determination, and have an understanding of the issues facing gender diverse individuals?

We are looking for a new team member to work 5 hours a week, reporting to the PA to the CEO to deliver Chrysalis projects in accordance with our strategic aims and objectives.

Due to the nature of the role there will be some weekend and evening work and the post holder may be required to be flexible about the number of hours worked on any given week, keeping clear records of hours worked. Regular workday to be determined with successful candidate (Monday or Friday).

This is a great opportunity for someone to play a key part in the development of a small charity. With funding from The National Lottery Community Fund Chrysalis is looking for a Project Co-Ordinator to join the office team in Warsash with some opportunity for arranged remote working.

Chrysalis provides safe, confidential, facilitated meetings across Hampshire and Dorset where trans+ people, their friends and families can: meet with others of similar life experiences; receive counselling; participate in workshops; and engage in supportive, facilitated group work. Delivering training, advocacy, peer mentoring and networking to promote understanding and inclusion of gender diverse people in society from the Warsash office.

Skills we are looking for from you

- Competent in planning and delivering small projects (essential)
- Experience of budgeting (essential)
- Able to organise and motivate others (essential)
- Excellent written and verbal communication skills (essential)
- Office 365 or other project management software capability (desirable)
- Word processing, email and spreadsheet use (essential)
- Flexible, self-motivated and learn new skills quickly (essential)
- Knowledge of the impacts of being gender diverse (desirable)
- Able to work with individuals at different levels, with differing needs and abilities (essential)
- Full, clean driving licence (essential)
- Own transport (desirable)



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General tasks and deliverables

- Work with the team to deliver Chrysalis projects including, but not limited to
 - Pride - walking groups and information stand
 - Conference
 - Transgender Day of Remembrance
 - Transgender Day of Visibility
 - Chrysalis Transition
- Conduct first contact conversations with potential beneficiaries on the phone and face to face
- Work with the volunteers to promote wellbeing of beneficiaries, sharing information and developing resources
- Promote Chrysalis events through social media and more broadly through local events, and media outlets

Key dates

Deadline for applications 12noon Tuesday 18th June

Interviews Monday 24th and Tuesday 25th June at the Chrysalis office in Warsash

How to apply

Please apply with a CV and cover letter to carole.pay@chrysalis-gii.org

Your cover letter should include a response to each of these questions:

1. What experience do you have of running small projects and working within a budget?
2. What does Pride mean to you, which have you attended and in what capacity?
3. What experience do you have of organising and participating in professional events such as conferences?

Created by: Andi Maratos 30/05/19

Reviewed by: Dawn Harding 3/6/19