

Bangladesh Youth League / Centre for Youth and Community Development (CYCD)

Job Description

Job Title: Project Coordinator
Responsible to: Director of CYCD
Project: *Ami Sylheti Bangali Project*
Hours: 30 hours per week
Salary: £29,640 - £30,529 per year
Contract Length: 2 years (fixed term)
Annual Leave: 20 days per year plus public holidays
Disclosure: A DBS check is required for this post.

Purpose of the Role

The Project Coordinator will be responsible for the day-to-day management and coordination of the *Ami Sylheti Bangali Project*. This role involves leading staff and volunteers, ensuring the successful delivery of activities, and supporting the wider aims of celebrating and preserving Sylheti-Bangladeshi heritage in the UK. The post holder will strengthen community participation, encourage intergenerational learning, and promote cultural pride across Luton and neighbouring towns.

Key Responsibilities

1. Project Management and Delivery

- Oversee all aspects of project planning, coordination, and delivery to ensure milestones are achieved.
- Develop and maintain detailed work plans, risk assessments, and delivery timetables.
- Engage local communities and partner organisations to maximise participation and visibility.

2. Leadership and Supervision

- Supervise project staff, ensuring effective induction, support, and performance management.
- Hold regular one-to-one and team meetings to support professional development and maintain high standards of delivery.

3. Volunteer Management

- Recruit, induct, and support project volunteers in line with BYL's Volunteer Policy and Procedures.
- Provide ongoing supervision, mentoring, and recognition of volunteer contributions.
- Deliver volunteer training to increase understanding of Sylheti-Bangladeshi history and its impact on the local community.

4. Monitoring and Evaluation

- Establish and manage systems to monitor project progress, outcomes, and impact.
- Gather quantitative and qualitative data, including feedback from participants.
- Produce regular narrative and data-rich reports for the CYCD Director, Board of Trustees, and Project Steering Group.

5. Promotion and Communication

- Lead on promoting project activities across Luton, Bedford, Northampton, Milton Keynes, and St Albans.
- Use social media, community networks, and local media to raise awareness and celebrate achievements.
- Build positive relationships with schools, cultural organisations, and community groups.

6. Finance and Administration

- Manage delegated budgets and petty cash responsibly, ensuring compliance with BYL's financial procedures.
- Monitor expenditure, forecast costs, and prepare timely reports to funders and trustees.

7. Policy and Compliance

- Ensure all project activities adhere to BYL's policies, including safeguarding, equality, diversity, and health & safety, environmental sustainability
- Promote a safe, inclusive, and supportive environment for all participants and staff.

Person Specification

Criteria	Essential	Desirable
Education & Qualifications	GCSEs A–C in English and Maths (or equivalent)	Degree-level education
Experience	Experience in project leadership, preferably in the voluntary/community sector; experience supervising staff and volunteers; proven record of delivering community-based projects	Experience managing heritage, cultural, or education projects
Skills	Strong project management and communication skills; ability to monitor outputs and outcomes; budgeting and reporting experience; ability to engage diverse audiences; promotion and marketing experience	Experience using digital platforms or virtual heritage tools
Personal Attributes	Flexible and adaptable; team leader with attention to detail; able to work under pressure and meet deadlines; strong interpersonal and organisational skills	Awareness of Sylheti-Bangladeshi culture and heritage

Additional Information

Bangladesh Youth League / CYCD is committed to equality, diversity, and inclusion in all areas of its work. The successful candidate will promote fair treatment and respect for all staff, volunteers, and participants.

Because of the nature of this work, the post is subject to a Disclosure and Barring Service (DBS) check. Applicants must disclose any convictions, bind-overs, or cautions that are not 'spent' under the Rehabilitation of Offenders Act 1974. A previous conviction will not necessarily disqualify an applicant from employment.