

## **Peterborough & District Family History Society**

### **Job Description for the Project Co-ordinator**

NOTE: Committee members are elected at each AGM but specific roles are allocated at the next committee meeting.

The Project Co-ordinator is a member of the Committee.

The role of the Project Co-ordinator has two distinct parts – identifying potential projects and bringing authorised projects to completion.

The Programme Co-ordinator either undertakes the following tasks, or delegates them to another person and ensures that they have been carried out.

#### **Project Identification**

- Potential projects are identified from various sources, including:
  - Own ideas;
  - Suggestions from other members;
  - Requests for help from other Family History Societies;
  - Requests for help from local archive and similar organisations
- Then an outline of each potential project is presented to the committee for their consideration. The outline should include:
  - Type of project (e.g. transcription, photographic record);
  - Location of source material and any copyright issues;
  - Timeframe;
  - Estimated number of volunteers required;
  - Estimated costs of materials (e.g. paper/pens/binders);
  - Estimated other expenses (e.g. copying/volunteer travel/food);
  - What will be final product and how will it be stored?
  - What benefits could the Society expect from undertaking the project?

#### **Approved Project Completion**

- Once approved by committee, the Project Co-ordinator will progress the project by:
  - Firming up the requirements;
  - Confirming that the source material is available and dealing with any copyright issues;
  - Requesting volunteers from within/without the Society and ensuring:
    - Appropriate training is given;
    - They sign the relevant consent/working practices forms;  
NOTE: The work undertaken by volunteers becomes the property of the Society and NOT of the volunteers.
  - Organising work schedules so that different individuals are extracting and checking the information as well as amalgamating the work into the final output format;
  - Presenting the final output and thanking the volunteers.

#### **Skills Required**

- To have secure password protected access to a computer and printer, and the ability confidently to use it to provide documents in Word, Excel, JPEG/photographic and PDF formats for others;
- To have organisational skills;
- To have the ability to plan own work, work on own initiative and meet deadlines;
- To have oral and written communication skills;
- To possess tact, discretion and respect for confidentiality;
- To have the ability to both lead and work as part of a team;
- To be flexible.