



19/08/2025

**The SoundPound Group**

**Project Co-ordinator**

job description – application deadline Wednesday 10<sup>th</sup> September

### **Contract Period**

Twelve-month (fixed term) period to start as soon as possible. Three months probationary review. Extension of contract dependent on future funding.

### **Hours**

30 hours per week worked flexibly. Some evening and rare weekend work may be required. Time off in lieu will be given.

### **Salary**

£35,000 pro rata (£28k actual)

### **Employer**

The SoundPound Group Limited (5246). Day-to-day line management via Hoot Credit Union CEO, Chris Canham. Accountability to SoundPound members and Group executives.

### **Place of Work**

Hybrid – remote and at Hoot Credit Union, 53-55 Victoria Sq, Bolton BL1 1RZ. Work across the GM credit union offices may be required.

### **Purpose**

SoundPound's vision statement is:

"Through collaboration, SoundPound will make Greater Manchester's credit unions the leading, first-choice provider of affordable financial services. We will embed our support into the fabric of communities to enhance the financial well-being of all members"

The purpose of the role is to drive forward and facilitate collaboration amongst SoundPound credit unions with the aim to improve efficiencies and raise credit union profiles in Greater Manchester.

In particular:

- Promote awareness of credit unions and SoundPound with stakeholders
- Support delivery of ongoing projects and help develop new solutions

### **Key responsibilities**

- Coordinate, facilitate and arrange SoundPound meetings and events
- Manage relevant SoundPound documents and information including collecting and interpreting data
- Manage SoundPound social media, marketing and promotion of projects
- Build on the existing project management approach and delivery for the range of current, planned and future SoundPound projects ensuring cost, quality and time objectives are met. This will include managing consistent delivery, monitoring, review and evaluation of projects.
- Maintain internal communications within SoundPound and liaise with workstream leads to provide updates
- Promote collaboration within the Consortium and with partner organisations.
- Represent the Consortium as required on partnership business and act as an initial point of contact.
- Input into bid writing; preparation of research, analysis and reports.
- Any other duties consistent with this role as directed by the line manager and SoundPound executives

### **Person Specification**

The post holder will need to demonstrate that they have the following skills, experience and qualities:

## Essential Criteria

- I. Experience coordinating and delivering projects
2. Excellent level of IT literacy and competence
3. Ability to write in a clear, accurate and convincing way for a range of audiences
4. Ability to make effective presentations including to senior stakeholders
5. Skills and potential in effective relationship building and management with stakeholders
6. Skills and potential in handling complex business and confidential information both internally and externally
7. Ability to work within tight deadlines with conflicting and competing demands
8. Ability to work independently with limited supervision
9. Basic research and analysis skills
10. Ability to work proactively and flexibly as part of the wider Consortium team, supporting others and responding to business needs where necessary
- II. Socially confident and assertive and able to work well with colleagues.

## Desirable Criteria

- I. Project management experience within a relevant sector, including
  1. financial services, housing, local government or other public policy
  2. related fields. Demonstrable track record of delivery.
  3. Direct or indirect experience of Credit Union services and their positioning within UK communities
  4. Experience of delivering financial services
  5. Understanding of the principles of Social Value
  6. Experience of managing digital transformation of services
  7. Well-developed political awareness within a regional and national context



19/08/2025

8. Track record in successful bid writing and resource procurement
9. Project management qualification

### Qualifications

- I. Educated to degree level or equivalent (can include practical experience)

### Special requirements

1. Work within the vision and ethos of Credit Union Objects and Co-operative principles
2. Opportunity to join Hoot Credit Union
3. Work in accordance with all relevant legislation
4. Able to maintain strict confidentiality
5. Satisfactory credit check
6. Not subject to bankruptcy order, IVA or DRO
7. Engage in any training and development identified
8. Required to travel across Greater Manchester and occasionally further afield (driving license and access to a car desirable)

### SoundPound Offers

- 25 days Annual Leave pro rata (21 days actual) plus Bank holidays
- 6% Employers pension contributions

### How to apply

Email a CV and cover letter outlining why you would be a good fit for this role to: [hello@soundpoundgroup.co.uk](mailto:hello@soundpoundgroup.co.uk)

Deadline to apply is: **5pm Wednesday 10<sup>th</sup> September 2025**

Interviews will be held at Hoot Credit Union on **Monday 15<sup>th</sup> September**

Questions? Contact [hello@soundpoundgroup.co.uk](mailto:hello@soundpoundgroup.co.uk)