

Candidate Information Pack

Helping individuals unlock their potential

Project Coordinator

Salary £31,357 - £33,699

Hours 38 Hours Per Week

Location All Môn CF Offices
(Amlwch, Holyhead, Llangefni)



www.moncf.co.uk/careers

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Welcome To: Môn Communities Forward



RITA STEWART
CHIEF EXECUTIVE OFFICER

"At Môn CF, we believe that our staff are our greatest assets."

When you join our team, you're not just taking on a job; you're becoming part of a supportive, purpose-driven organisation that is dedicated to making a real difference in our communities.

We offer a positive and inclusive working environment, opportunities for personal and professional development, and a strong commitment to staff wellbeing.

*Whether you're starting your career or bringing years of experience, you'll find a place at Môn CF where your ideas are valued, your growth is encouraged, and **your work truly matters.**"*

About Môn CF



Môn CF is a charity and company owned by the people of Anglesey.

We work to help develop individuals and businesses on Anglesey and North Wales, creating a brighter and prosperous future for the island and region

Providing Employment Support, Business Support, Training and Community Projects on Anglesey since 2003.

Our mission is to be known as the go-to organisation that provides opportunities, changes lives, and creates positive futures for the people of Anglesey!

**MÔN CF HAS BEEN
SUPPORTING
INDIVIDUALS,
BUSINESSES, AND
COMMUNITIES
SINCE 2012**





About the Role

Job Title

Salary £31,357 - £33,699

Hours 38 Hours Per Week

Location All Môn CF Offices
(Amlwch, Holyhead, Llangefni)

POST OUTLINE:

The Project Coordinator is a key supporting role in the delivery of community-based projects at Môn CF. This role involves assisting with the planning, coordination, and monitoring of project activities to ensure they are delivered effectively on time, within budget, and in line with the organisation's values and objectives.

Working closely with SHEQ Manager, the Project Coordinator will help ensure consistency across projects, supporting strong communication, quality delivery, and continuous improvement. The role also contributes to the organisation's wider efforts to strengthen systems and prepare for future quality accreditation.

An awareness of Health, Safety, Environmental and compliance considerations is important, and the successful candidate will support safe, responsible working practices as part of their project coordination duties. Training and support will be provided as part of a structured development pathway.

This is an excellent opportunity for someone at the early stages of their project management career who is passionate about community impact and eager to grow their skills in a supportive and purpose-driven environment.

Job Description

About the Job

Project coordination & Administration

- Support the planning and execution of community projects, ensuring alignment with objectives, timelines, and budgets.
- Assist in scheduling meetings, preparing agendas, and documenting minutes and action points.
- Track and monitor project milestones, deliverables, and resource use.
- Support the procurement of services and goods in line with project needs and organisational procedures.
- Maintain project documentation in line with emerging quality management practices.

Quality and Process Support

- Assist in documenting project-related processes and standard operating procedures.
- Help implement quality control measures in coordination with the SHEQ Manager
- Support efforts to evaluate project performance and recommend improvements.

Data Analysis and Reporting

- Collect and collate project data (timelines, outputs, outcomes) for reporting purposes.
- Prepare regular status updates and reports for relevant stakeholders.
- Highlight risks, delays, or non-conformities to the to the SHEQ Manager.

Stakeholder engagement

- Liaise with internal teams and external partners to coordinate project tasks.
- Support engagement activities such as consultations, surveys, and feedback collection.
- Foster good communication and collaboration across departments and stakeholders.

Continuous Improvement

- Identify lessons learned from project delivery and participate in review sessions.
- Contribute to the development of templates, checklists, and guidance materials to standardise project delivery.
- Support the culture of continuous improvement and community focus promoted by Môn CF.

FLEXIBILITY

Your attention is drawn to the fact that some duties and responsibilities are difficult to define and may vary from time to time without altering the general character of the duties and levels of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary, interchange within the organisation to meet the changing needs and demand of the service. Such a requirement will allow the expertise of the post holder to be developed and maximised to the mutual benefit of the employer and employee.

Person Specification

About You

Experience:

- Experience in an administrative, project support, or coordination role.
- Some experience of monitoring compliance and identifying areas for improvement.
- Experience of liaising with diverse groups; including stakeholders and members of the community.
- Experience assisting with planning, scheduling, and tracking project activities.

Knowledge and understanding:

- Good standard of Education (minimum GCSE's English and Maths, or equivalent).
- Awareness of project management principles.
- Understanding of quality or process management frameworks such as ISO 9001 (or willingness to learn).
- Familiarity with data collection, basic analysis, and reporting.
- Understanding of the challenges and opportunities in grassroots project delivery.
- Basic understanding of SHEQ principles (Safety, Health, Environment, Quality)

Skills:

- Proficient in Microsoft Office 365 (Word, Excel, Outlook, Teams etc).
- Good organisational and time management skills.
- Good attention to detail
- Ability to liaise effectively with various stakeholders, including employees, management, and external auditors.
- Ability to manage multiple tasks and/or projects simultaneously.

Personal Attributes:

- Positive and proactive attitude.
- Willingness to learn and take on new challenges.
- Ability to work independently, and as part of a team.
- Problem-Solving: Proactive in identifying issues and implementing solutions.
- Adaptability: Flexible and able to adapt to changing requirements and environments.
- Good communicator with people at all levels.

A Full Valid Driving Licence and access to own vehicle is essential for this post



Recruitment Timeline

Our Process

Make sure you submit your application before the closing date as late applications will not be accepted.

RECRUITMENT ACTIVITY	DATE
Closing date for applications	19/09/2025
Application Shortlisting	22/09/2025
Thomas Assessment Completion	26/09/2025
Interviews	29/09/2025

Applicants will be contacted via the email address and/or telephone number provided in the application form.

To help minimise our environmental impact, we aim to keep communications paperless whenever possible; letters will be posted only upon request.

Thomas Assess

Our Process



Here at Mon CF we use an online assessment to support our recruitment with an organisation called Thomas Assess.

Thomas Assess is an assessment platform used by employers to help make more informed and objective hiring decisions. It uses a range of scientifically validated assessments to measure aspects like **behaviour, aptitude, personality, and emotional intelligence**.

The results provide insights into how well a candidate's strengths and style match the requirements of a particular role, helping ensure a fair and consistent recruitment process.

Upon completing the requested assessment(s), candidates will be able to view their own personal insights instantly.

Thomas assessments are independently audited by the British Psychological Society to ensure they are valid, reliable, and fair.

Our Priorities

People & Communities First



Employment Support

To **become the go-to organisation** supporting the people of Anglesey to reach their full economic potential.



Business Support

To be **the first port of call** for businesses (New or existing) looking for help.



Training

To **provide high-quality training** which contributes to meeting local skills needs.



Schools & Young People

To **prepare young people for their future** in the world of work.



Properties

To **create sustainable, vibrant, and viable places** by bringing properties into local community use and ownership.



Our Core Values

Part of the bigger picture

1. Collaboration & Partnership

Building strong partnerships with local stakeholders, organisations, government agencies and businesses to leverage resources, expertise and networks for the collective benefit of the community.

2. Accountability & Transparency

Upholding high standards of accountability and transparency in all organisational activities, including financial management, decision-making processes and reporting mechanisms.

3. Community Empowerment

Prioritising the needs and aspirations of the community, ensuring their active participation in decision-making processes and empowering them to shape their own future.

4. Inclusivity & Diversity

Embracing diversity in all its forms and ensuring inclusivity by creating opportunities for all individuals, regardless of their background, to participate and benefit from the organisation's initiatives.

5. Social Justice

Advocating for fairness, equality, and social justice, and working to reduce disparities and inequalities within the community, particularly in terms of access to employment, resources, and opportunities.

6. Resilience & Adaptability

Building resilience within the community and organisation itself, adapting to challenges, setbacks, and changing circumstances while remaining steadfast in the pursuit of its mission and goals.

Why Choose Môn CF?

A purpose-driven team

1 Generous Annual Leave Entitlement

Starting at 26 days per year, plus all the Bank Holidays.
We also give additional days off for office closure between Christmas and New Year.

2 Length of Service Reward

An additional 2 days of annual leave after 3 years of service with the company, and a further 2 days after 5 years of service – up to 30 days in total (plus all Bank Holidays)

3 Modern and Comfortable Offices

We have modern and comfortable offices in Holyhead, Amlwch and Llangefni

4 Welsh Hospital Association Membership

WHA can help you with everyday health care costs such as the dentist, optician and physiotherapy for example.
This is paid for by the company.





5

Good Compensation

We offer good rates of pay, enhanced sick pay and a paid 30 minute lunch break.

We also have an employer pension contribution of 10% (with employee contribution of 5% = Total 15% pension)

6

Helping you to stay active

We offer the Cycle2Work scheme, in addition to corporate gym membership discounts

7

Wellbeing Support

We have a variety of wellbeing activities and even close our offices for some staff wellbeing days. In addition we offer 2 volunteering days per annum.

For those in need of additional mental health support we can offer to assist you to access the right services.



8

Flexible Working

We understand the way in which people want to work has changed in recent years, which is why you can choose to make up your FTE in a way that suits you.

Our core working hours are 09:00 – 15:00 Monday to Friday and you can choose to start or finish flexibly between 07:00–09:00 and 15:00–18:00.



Disability Confident Employer

A place for everyone

We are proud to be recognised as a Disability Confident Committed Employer.

We encourage individuals with a disability or health condition to share this information with us in good time if you would like us to make any reasonable adjustments for you as a part of the recruitment process.



Equal Opportunities

Advocating fairness



We are an equal opportunity employer and are committed to equality of opportunity for all staff.

Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.



How to Apply Apply Today

To apply for this post, all candidates must complete our application form to be considered. The application form can be found on the Careers page of our website.

Please do not submit your CV, as only the information provided within the Application Form will be used at the shortlisting stage.

When completing your application, please familiarise yourself with the job description and the person specification within this information pack so you understand the essential qualifications, skills and attributes for the role.

Whether or not you are shortlisted for an interview is based on the information you provide in your application form.

Appointments are conditional upon a valid Right to Work check and undertaking a Disclosure and Barring Service (DBS) check. Please be aware this check will pick up any spent and unspent convictions or cautions.

Contact Us

Apply Today

If you have any issues accessing or completing the application form, please contact Stephanie Pritchard, the HR Manager via 01407 762 004 or careers@moncf.co.uk

If you have any questions regarding this role or would like an informal chat before applying please contact us.

We welcome correspondence and calls in Welsh and English and we will respond equally to both and will reply in your language of choice without delay.

Thank you for your interest in joining our dynamic team.

 careers@moncf.co.uk

 01407 762004

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   @moncfanglesey

www.moncf.co.uk

