

Job Title	Project Coordinator
Reports to	Clinical Director
Base	Hybrid role, combining flexible home working with office-based working at Moulsecoomb Family Hub, Brighton
Working hours	0.8 FTE (30 hours per week over 4 or 5 days – flexible working pattern, core working hours 9am – 2pm)
Salary	£30,000 – £33,000 FTE (pro rata, dependent on experience)
Time Scale	2 years initially with a plan for continuation
Start date	February 2026 (flexible)

THE ROLE

BrightPIP is seeking a warm, organised and proactive Project Coordinator to support the smooth day-to-day running of the charity’s services and operations.

This role sits at the heart of BrightPIP and is central to ensuring that families, clinicians and partners experience clear communication, reliable processes and well-coordinated support. The Project Coordinator will be someone the Clinical Director and clinical team can lean on, particularly as the charity continues to grow.

The role would suit someone who enjoys building relationships, bringing order to complexity, and supporting others in a calm, thoughtful and practical way. It is ideal for someone who is confident taking initiative, comfortable managing multiple priorities, and motivated by contributing to a small, mission-led organisation.

KEY RESPONSIBILITIES

The Project Coordinator will have responsibility for the following areas of work:

- **Operational Coordination and Support**

Providing day-to-day coordination support across BrightPIP’s services, helping ensure systems, processes and activities run smoothly and reliably.

- **First Point of Contact**

Acting as a first point of contact for families, referrers and partner organisations, responding professionally and sensitively to enquiries and

signposting appropriately.

- **Referrals and Care Pathways**

Supporting referral, triage and care pathway processes, ensuring accurate records are maintained and information is shared clearly with clinicians and families.

- **Administrative and Systems Support**

Managing core administrative processes, maintaining databases and documentation, and supporting audit, reporting and compliance requirements.

- **Clinical Team Support**

Providing practical coordination and administrative support to the clinical team, helping reduce day-to-day operational burden and enabling clinicians to focus on therapeutic work.

- **Partnership and Liaison**

Supporting liaison with NHS, local authority and community partners, including meeting coordination and information sharing where appropriate.

- **Projects, Reporting and Development**

Supporting project delivery, internal reporting and service development activity, and contributing ideas to improve systems and ways of working as the charity grows.

- **Data, Reporting and Insight**

Supporting the collection, analysis and reporting of service and operational data to contribute to quarterly and annual reports for trustees, fundraising consultancy, funders and partners.

ABOUT BRIGHTPIP AND OUR VISION

Brighton Parent/Infant Psychological Therapy (BrightPIP) (www.brightpip.org.uk) is a specialist infant mental health charity supporting babies aged 0–2 and their families across Brighton & Hove and Sussex. We provide early therapeutic intervention to strengthen relationships and prevent cycles of intergenerational trauma.

We are a small, friendly and growing charity, supported by a dedicated clinical team and Trustee Board, with strong roots in our local community.

PERSON SPECIFICATION

We are looking for someone who is reliable, relational and highly organised, with a genuine interest in supporting families and frontline professionals.

Do you...?

- Communicate warmly and professionally with families, clinicians and partners
- Enjoy managing referrals, schedules and project workflows
- Spot practical problems early and enjoy solving them
- Have strong administrative and coordination skills
- Feel confident being a first point of contact and handling enquiries sensitively
- Take pride in producing accurate, clear and dependable work
- Feel comfortable juggling multiple tasks and keeping others updated
- Take initiative, saying “I’ve got this” – and meaning it
- Care deeply about supporting families and giving babies the best start in life

If so, we would love to hear from you.

ESSENTIAL SKILLS, QUALIFICATIONS & EXPERIENCE

- Strong administrative and organisational skills
- Excellent written and verbal communication
- Experience in coordination, administration or project support (experience in a charity, health or family-support setting desirable)
- Competent with Microsoft Office, Outlook and accurate data entry
- Ability to manage multiple tasks and deadlines
- Understanding of safeguarding (training provided)
- Ability to work independently and collaboratively

ESSENTIAL INFORMATION

Confidentiality

The post-holder may have access to confidential information about service users, clinicians and the organisation, and must adhere to BrightPIP’s confidentiality and data-protection policies at all times.

Health & Safety

The post-holder is responsible for promoting and maintaining their own and others' safety, following BrightPIP's health and safety policy.

Equality & Diversity

The post-holder must support the equality, diversity and rights of service users and colleagues, respecting each person's dignity, needs and beliefs.

DBS Check

This role is subject to an enhanced Disclosure and Barring Service (DBS) check.

This job description accurately reflects the present position. It may be reviewed and amended following consultation with the post-holder.

BrightPIP is committed to safeguarding and promoting the welfare of babies, children and families. All staff are expected to share this commitment.