

## **JOB DESCRIPTION**

**ROLE:** Project Activity Coordinator

**REPORT TO:** Project Manager/ Project Coordinator

**LOCATION:** Various

**HOURS:** 2-8 hours per week (flexible)

**STATUS:** Self Employed

**STRUCTURE:** Company Director - Project Manager - Project Coordinator - Coordinator - Staff

### **PURPOSE OF ROLE:**

To work with children and young people in a variety of settings, (including youth centres and other venues) developing and implementing high quality services. To ensure overall smooth running of relevant project activities as directed by the Project Coordinator.

### **RESPONSIBILITY FOR STAFF:**

You will be directly responsible for project workers and volunteers, providing support, direction, planning of duties and also the compiling of the necessary reports, records, budgets, evaluations required to meet the needs of the Project.

### **FINANCE/BUDGET HOLDING:**

Responsible for managing appropriate resources allocated by the Project Coordinator. Responsible for managing appropriate resources and budgets, devising and updating monthly reports using online software (google docs).

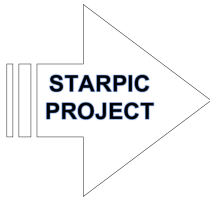
### **WORKING CONTACT:**

As part of your working contact you will be required to hold and attend meetings and events associated with or to represent our project. You will also be in contact with the following:

- Other project staff
- Young people
- Other project users, both parents and children
- Volunteers to the project
- General public attending meetings or events hosted by the project
- Members of the public
- Staff and representatives from other local organisations
- Other personnel for effective liaison, joint working, networking and sharing of good practice

### **TASKS AND RESPONSIBILITY:**

- Develop and implement appropriate programmes in-line with the needs of and community
- Follow and implement current legislation and relevant policies and procedures
- Monitor and record weekly staff rota/timesheets
- Devise and record effective risk assessments prior to activities
- Record and present a financial update on allocated budget on a monthly basis
- Identify and maintain the planning and implementing of programmes for young people
- Maintain recording and monitoring systems to evaluate the work of the project
- Attend, minute staff meetings as required by the line manager
- Establish and maintain effective contact with a wide range of groups and agencies
- Develop existing and promote new opportunities for young people in the project
- Identify local youth and children's issues and take forward as needed
- Undertake any other tasks deemed appropriate for the project by line manager
- Identify training needs of young people/volunteers and staff members
- Be responsible for the young people in your activities



## **KNOWLEDGE, SKILLS & ABILITIES (*PERSON SPECIFICATION*)**

The post holder will require the following skills, knowledge and abilities:

- Direct experience of working with young people ages between 4- 24 years
- Experience in forming constructive relationships with young people
- Experience of working with staff and volunteers
- Good grasp of developmental needs of young people
- Knowledge of current youth work theories and practice
- Experience in working as part of a team
- Good written and verbal communication skills.
- Sound computer skills. (word, excel, power point, email etc)
- Ability to develop and maintain good working relationships external agencies
- Knowledge of needs and problems in areas of multiple disadvantage
- Ability to work on own initiative and manage own workload
- Experience of working in anti-discriminatory way
- Ability to act constructively to criticism

## **EDUCATIONAL/VOCATIONAL QUALIFICATIONS REQUIRED:**

A recognised professional qualification in youth work or equivalent in respect of youth work, adult education, teaching or social work is essential, or working towards a recognised qualification. Training or a qualification in child protection is required for this post holder.

It is an essential requirement that the post holder **MUST** undergo a PVG scheme membership update.

## **EXPERIENCE REQUIRED:**

The post holder is required to have a minimum of 1year experience at least some of which is experience in a youth and children's work setting and knowledge of voluntary sector youth and children's work is essential, with drive and passion to learn and develop skills, while making a difference to the young people.

Experience of working in the voluntary sector in a similar post would be desirable.

## **SPECIAL CONDITIONS:**

The post is funded through various investors and is initially for a 12 weeks probationary period. Subject to a satisfactory probationary period, the post holder will be offered this post on a rolling contract in line with funding streams.