

JOB DESCRIPTION

Job Title: PROGRAMME COORDINATOR
(CROSS SITE - STRIVE)

Responsible to: PROGRAMME MANAGER

Location: Belfast

Summary of terms and conditions

- 35 hours per week
- Fixed term until Dec 2021
- Salary Scale PT 35-39 (£30,785 - £35,949)
- 25 days annual leave plus 12 public holidays

Purpose of Job:

To be responsible for the coordination and delivery of all cross-community, cross-border, and programme wide activities for Strive; support and supervision of Youth Workers in dedicated areas across the programme; and monitoring of achievement of outcomes within this sites. The post holder will lead on recruitment, support and facilitation of the 'Expert by Experience' (EBE) steering group and Young Leaders group.

MAIN DUTIES:

Programme

1. To support the EBE in the development of a youth led recruitment plan, and subsequently work closely with the Strive team, Communications Officer, and local community to recruit participants.
2. To support the EBE in creating a development plan for the programme and to work across the Strive sites with the young people to implement all aspects of the plan, particularly cross site activities, participation, good relations and diversity.
3. To work collaboratively with the staff teams across the programme to ensure a standardisation of approach and quality of practice.
4. To be responsible for programme delivery to the cohort of young people across the programme as and when required.
5. To be responsible for the design of programme modules in partnership with youth work teams and young people.

6. To deliver sessions and workshops to groups of young people with a particular focus on cross site activities, participation, good relations and diversity.
7. To organise and support the running of programme wide activities aimed at improving young peoples' understanding of difference within the programme and in their wider communities.
8. To seek out and provide opportunities for community placements, including group or individual volunteering opportunities for young people in partnership with consortium members and local providers.
9. To liaise with key agencies/stakeholders to build a network of support and pathways of progression for young people on the programme.
10. To connect young people with their local communities through engagement with a range of stakeholders.
11. To explore innovative ways of working to improve progression and support young people to transition from STRIVE.
12. To monitor and evaluate the project to ensure that the services offered meet the needs of young people.
13. To ensure that all work is underpinned by youth work values and that the young people are at the core of decisions that affect their lives.
14. To engage with and support the communications strategy for the programme.
15. To be responsible for maintaining accurate records in line with organisational policy.
16. To ensure that all data is supplied to the Programme Manager at the due time.
17. To ensure that all necessary information is recorded and stored appropriately with respect to confidentiality.

Management

1. To be responsible for the regular supervision and support of staff within designated Strive sites. This will include working in partnership with managers in other organisations to delegate tasks, problem solve and ensure a high quality service is being provided to all programme participants.
2. Where there is concern in relation to performance or discipline the post holder will take such action as may be necessary including absence management in accordance with the procedures of Include Youth or the partner organisation.
3. To be involved in the selection of staff where appropriate and to provide high quality induction, training and professional development to staff.
4. Maintaining appropriate records of staff meetings and following up on actions where necessary.
5. Supporting youth work teams to manage and monitor programme budgets.

General

1. To work as a member of the Strive team and to engage in activities which promote and develop the programme, and your organisation.
2. To uphold the principles of the Peace IV Children & Young People programme.
3. Adherence to core principles of National Quality Standards Framework for Youth Work (IRL) and/or Youth Work National Occupational Standards (UK).
4. To attend relevant training courses and localised meetings as required.

5. To liaise with other relevant organisations to ensure breadth of opportunity for the young people on the programme.
6. To carry out such duties as may reasonably be required of the post holder.

This post has been supported by the European Union's PEACE IV Programme, managed by the Special EU Programmes Body.

PERSON SPECIFICATION

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(CROSS SITE - STRIVE)

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Essential:

Experience

- 4 years' experience working with disadvantaged and vulnerable young people
- 2 years' experience in the management, design and delivery of youth work programmes
- 2 years' experience working in partnership with other youth organisations
- 1 years' experience in the supervision and management of staff

Knowledge and Values

- Diploma/Degree in Youth & Community Work, Social Work, or a relevant discipline

Skills

- Excellent written and oral communications skills
- An ability to engage with vulnerable young people

Circumstances

- Hold a current driving license and have access to a vehicle. This criterion may be waived, if a disability prohibits driving. In this case, please demonstrate how you would meet the mobility requirement of this post
- An ability to travel independently throughout NI, ROI. UK or further afield
- Able to work outside normal hours when required.

Desirable:

- Knowledge of issues affecting disadvantaged and vulnerable young people
- Knowledge of programmes or interventions to assist young people to overcome personal barriers
- Experience of managing and monitoring project budgets
- Commitment to and experience of user involvement in the planning and delivery of services
- Excellent practice in the areas of:
 - Assessing young people's personal development needs
 - Developing a plan with young people and relevant stakeholders to meet young people's needs
 - Working as part of a team
 - Lone working
 - Advocating on behalf of young people
 - Participation of young people
 - Good relations and diversity
- Commitment to Include Youth's values, principles and to children's rights
- Ability to effectively network within sector and build strong relationships
- Ability to manage own time effectively
- Ability to manage change effectively