

Programme Co-ordinator
Promoting Opportunities Programme: #notjustforboys
Job Description

POST TITLE:	Programme Co-ordinator
HOURS:	35 hours per week (Full-time). This role will involve some evening and weekend work.
SALARY:	Pt 23 £26,470 + 6% pension contribution
LOCATION:	WOMEN'STEC, 29 Chichester Avenue, Belfast, BT15 5EH
RESPONSIBLE TO:	Chief Executive Officer
TIMESCALE:	Initial fixed term to 31 st December 2019 (extension likely and subject to securing funding)
CONTACT:	Lynn Carvill, lynn.carvill@womenstec.org

THE ORGANISATION

WOMEN'STEC is a charity based in North Belfast. It was born out of a recognised need for the creation of non-traditional training and employment opportunities for women in industries traditionally associated with men, including construction skills, engineering and IT.

WOMEN'STEC supports unemployed women to address the barriers that prevent them from moving into employment or training and embarking on a career in an industry which is lucrative and filled with opportunities for women. A major aspect of our work also involves changing attitudes and perceptions, both amongst employers and women seeking employment.

PROMOTING OPPORTUNITIES PROGRAMME #NOTJUSTFORBOYS

WOMEN'STEC has recently developed a new, exciting and innovative programme called 'Promoting Opportunities #notjustforboys' which targets girls and young women (12+), encouraging them to consider careers opportunities in work areas deemed non-traditional to females, initially in the area of construction. The programme will work in partnership with schools and youth organisations, CITB-NI, further education colleges, training organisations and the wider construction industry, to heighten awareness of the huge range of 'non-traditional' careers available and provide a seamless and supported pathway for girls from disadvantaged areas to move into these well-paid jobs. The programme will support the industry in engaging with females to improve diversity and inclusion and assist in tackling the skills deficit within the industry to meet the current and future demand. The programme is being delivered with support from CITB NI, Gilbert Ash, TEO Urban Villages, JP Corry and the Ireland Funds.

PURPOSE OF THE ROLE

This is an exciting opportunity for the right candidate to develop and manage this flagship project, 'Promoting Opportunities Programme #notjustforboys' through the pilot and rollout phases. You will be responsible for all aspects of the day-to-day development and delivery of the programme, and will work with the CEO and Business Development Manager to ensure it is sustainable beyond 2019.

KEY DUTIES AND RESPONSIBILITIES:

- Manage the day-to-day development and delivery of the Promoting Opportunities Programme #notjustforboys, including delivery of workshops, education and careers events, industry site visits, and other events as necessary
- Develop marketing resources and support services to support the delivery of the programme
- Work with an external web development company to develop a website for the programme
- Forge long-term, robust and productive relationships with key potential partners in secondary schools, youth clubs, FE / HE colleges, training organisations, statutory services, third sector organisations and private construction sector businesses
- Use these networks to recruit, retain and support participants on their individually agreed career pathways
- Identify potential female role models already working within the industry to support the programme
- Develop strong relationships with a range of employers from the wider construction industry, garnering support for #notjustforboys and identifying work placement, social clause, apprenticeship and job opportunities for programme participants
- Represent **WOMEN'STEC**, specifically the Promoting Opportunities Programme #notjustforboys, at external meetings, events and conferences as required
- Undertake a range of research and identify good practice within your area of work
- Manage the relevant programme budgets within the financial framework agreed with your line manager and the Finance Manager.
- Contribute to management meetings, business plans and support the overall work of the organisation
- To work with the Quality Assurance and Monitoring Officer to ensure programme monitoring and evaluation is reported within the frameworks required by project funders.
- To work with the Business Development Manager to provide input into long term sustainability of the programme
- To work with the Communications Officer to develop and deliver an appropriate marketing and communications strategy for the programme
- Contribute to the wider **WOMEN'STEC** workload, supporting the team as and when required.
- Manage and supervise staff that may be assigned and to identify and implement any training and development opportunities.
- Ensure that appropriate systems and processes are developed, implemented and maintained.

TRAVEL

This role will require significant local travel, mainly in the greater Belfast area, and occasionally across Northern Ireland.

PERSON SPECIFICATION

	Essential	Desirable
QUALIFICATIONS		
Educated to Degree level (or 3 years recent experience in a relevant role)	X	
GCSE or Equivalent English and Maths Grade C or above	X	
Youth work qualification		X
EXPERIENCE AND KNOWLEDGE		
Project management experience with a proven track record of successfully delivering project outcomes on time and to budget	X	
Proven track record of building and maintaining networks and working with partners and other stakeholders to develop and deliver services	X	
Knowledge or experience of developing an online presence for projects	X	
Experience of facilitating workshops or events	X	
Experience of working with young people		X
Knowledge AND experience of the wider construction industry		X
Knowledge AND experience of the education sector		X
Knowledge AND experience of working within the community and voluntary sector in Northern Ireland		X
Experience of working with volunteers		X
SKILLS		
Excellent listening and verbal communication skills with a wide range of people of all ages and backgrounds	X	
Good written skills and an ability to produce reports, proposals and persuasive presentations	X	
Ability to network, influence, problem solve, overcome barriers and apply solution focused approaches	X	
Ability to work on your own initiative as well as working within a team	X	
A flexible, proactive approach and good ability to prioritise workload	X	
Good time management skills and the ability to work effectively under pressure and to deadlines	X	
Proficient ICT skills (including on website and social media platforms)	X	
GENERAL		
Willingness to work unsociable hours	X	
Full Driving License and ability to travel within Northern Ireland	X	
Willingness to work within the ethos of WOMEN'STEC	X	
A good understanding of the importance of confidentiality, safeguarding practice and risk assessment	X	

Other:

Access NI – criminal record check will be undertaken to enable work in schools.

Contact:

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The Promoting Opportunities Programme: #notjustforboys is delivered in partnership with:

