

**Job Description**  
**BSCR Education & Youth Coordinator**

**This is a 1 year post and will continue pending successful funding**  
**Hours: 35hrs per week**

**Post:** Education & Youth Coordinator

**Location:** Belfast South Community Resources – South Belfast

**Responsible to:** Manager BSCR

**Accountable to:** Operations Manager – BSCR

**Salary:** £28,080 – £28,800 per annum (based on skills, experience and qualifications)

**Job Purpose**

Belfast South Community Resources (BSCR) is seeking a passionate and dedicated Education & Youth Coordinator to develop, deliver, and coordinate high-quality educational programmes and services for children, young people, and families in South Belfast. This role is central to BSCR's mission of addressing educational underachievement, promoting lifelong learning, and empowering young people to achieve their full potential and make informed, responsible decisions throughout their lives.

The successful candidate will lead the implementation of BSCR's Education Strategy, ensuring that all programmes align with the aims and objectives of Northern Ireland's education policies and strategies, including the RAISE initiative. This includes fostering strong partnerships with schools, universities, community groups, and government agencies while developing innovative programmes to enhance educational attainment, well-being, and employability.

A key focus of this role will be supporting youth development initiatives through community-based education, health and well-being programmes, and career-focused learning opportunities. The post holder will also play a vital role in raising awareness of employment opportunities in IT and digital careers. The successful candidate will collaborate closely with colleagues across BSCR, as well as external partners, to ensure the effective delivery of impactful programmes that support young people's education and career development.

If you are passionate about transforming education, empowering young people, and making a meaningful impact in the community, we encourage you to apply!

## **Key Responsibilities**

### **Programme Development & Delivery**

- Design, implement, and manage BSCR's educational initiatives, including:
  - GCSE Easter School and GCSE support programmes.
  - The Transition Programme in collaboration with nursery, primary, and post-primary schools.
  - Community-based primary & post primary Study Support clubs
  - Mindfulness, well-being, and personal development initiatives in schools and community settings.
  - Coordinate and deliver a communication skills / literacy programme
  - To develop and support a community based education cluster group
  - Coordinate a range of digital skills and technology taster sessions to help participants explore basic digital tools in an accessible and engaging way.
  - Support youth development initiatives
- Develop and facilitate innovative learning experiences that encourage academic achievement and personal growth.
- Support young people in identifying pathways into further education, training, and employment, particularly in emerging sectors like digital and IT.

### **Partnerships & Collaboration**

- Build and maintain strong relationships with local schools, universities, training providers, government agencies, and community organisations to develop and deliver high-quality education programmes.
- Work with BSCR staff, volunteers, and external partners to ensure education programmes are fully integrated into BSCR's broader youth and community work.
- Represent BSCR at external meetings, conferences, and public events to promote education initiatives and build strategic partnerships.

### **Volunteer Recruitment & Support**

- Support recruitment, induction, and management of a team of volunteer mentors to provide academic and personal support to young people.
- Provide ongoing support, guidance, and supervision to ensure volunteers are effectively engaged in programme delivery.

### **Monitoring, Evaluation & Reporting**

- Develop and implement robust monitoring and evaluation systems to assess the effectiveness of education programmes.
- Collect and analyse data to track progress and impact, ensuring alignment with BSCR's strategic goals and funder requirements.
- Prepare and submit reports to management, funders, and stakeholders as required.

## Promotion & Engagement

- Develop and manage promotional materials (online and print) to raise awareness of BSCR's education programmes.
- Contribute to BSCR's social media platforms, ensuring engaging and informative content is regularly shared.
- Work proactively to secure media coverage and public engagement in education-related projects.

## Resource Management & Funding

- Identify funding opportunities, make applications and contribute to proposal writing and networking to secure additional resources for education initiatives.
- Manage delegated budgets in line with BSCR's financial policies and procedures, ensuring efficient use of resources.

## Additional Duties

- Contribute to the ongoing work of BSCR, supporting other projects and initiatives as required.
- To assist and support colleagues in organising special events and showcases and in the ongoing marketing and promotion of projects and activities.
- To undertake any other duties as may be reasonably required by the Management of BSCR in the furtherance of the objectives of BSCR.
- Ensure compliance with all BSCR policies and procedures, including:
  - Health & Safety regulations.
  - Child Protection and Safeguarding policies.
- Undertake any other reasonable duties to support the success of BSCR's education programmes.

## Person Specification

### Essential Criteria

- A recognised teaching qualification OR a relevant third-level qualification with at least two years' experience in delivering educational programmes in a school or community setting.  
OR
- At least five years' experience in supporting education programmes within a school or community setting.
- Proven ability to work effectively with young people, particularly those from disadvantaged backgrounds.
- Strong understanding of the challenges and barriers to educational attainment in socially deprived communities.
- Excellent organisational, administrative, and IT skills, including proficiency in Microsoft Office, email, internet, and social media.
- Experience in project coordination, partnership-building, and stakeholder engagement.
- Ability to undergo an Enhanced Disclosure Check via Access NI (cost covered by BSCR).

### Desirable Criteria

- Knowledge of Northern Ireland's education policies, strategies, and departmental objectives.
- Experience in financial management, fundraising, and budget oversight.
- Previous experience in developing and implementing creative education projects that respond to community needs.
- Understanding of the specific challenges and opportunities within South Belfast.

### Personal Characteristics

- **Empowerment-Focused:** Passionate about empowering young people to achieve their full potential.
- **Adaptability:** Ability to work in a dynamic and evolving environment.
- **Ethical Behaviour:** Commitment to upholding BSCR's values and ethical practices.
- **Teamwork & Collaboration:** Ability to work effectively with colleagues and stakeholders to achieve shared goals.
- **Organisation & Prioritisation:** Strong ability to manage multiple priorities, meet deadlines, and adapt to changing needs

### Working Conditions

- Based at BSCR Centre with regular travel across school and community settings.
- Standard working hours with occasional evening or weekend work required for programme delivery and public engagement events

### How to Apply

Please complete job application and email to [nikki@bscr.co.uk](mailto:nikki@bscr.co.uk) Please do not send cv or cover letter as these will not be accepted as part of the application process.

### \*Additional Notes

As this role involves working with children and young people, the post-holder will be required to complete an Access NI check in line with BSCR's Safeguarding Policy. The appointment is subject to successful clearance of this check