

Project Coordinator

Hours of work: 37.5 hours per week (full time)

Accountable to: Director

Place of Work: Unit 6, Montpelier Central, Station Road, Bristol, BS6 5EE

Type of Contract: Fixed term to 31st July 2023

Post Objectives

To oversee standards and delivery of youth programmes that meet Integrate UK's mission, set by its young people, to end violence and abuse against women and girls (VAAWG), honour based violence and abuse (HBVA), patriarchal interpretations of culture, Islamophobia, racism, extremism and gender stereotyping. To motivate and support Project Workers, supervise and manage performance and productivity and ensure administrative aspects of the roles are recorded accurately. To foster positive relationships between young people from different racial and religious backgrounds and empower them to recognise and challenge negative stereotypes

To support young people to improve their prospects and reach their potential by planning, organising and overseeing programmes in 2 or more schools and through 1-1 support. To facilitate youth-led activities (including workshops, media projects and conferences) to support the personal, social and emotional development of young people. To nurture young leaders who will influence community attitudes, change minds and drive policy, attitudinal and societal change.

Job description

1. To lead, support and motivate the Project team and ensure all records, consent forms and administrative tasks are carried out and recorded in a timely fashion.
2. To oversee performance of Project Workers including punctuality, productivity, preparation, delivery and monitoring and evaluation of activities.
3. Working with the Director, set realistic, measurable and specific targets for Project Workers and review these during appraisal meetings.
4. To have an oversight of all the projects with young people in secondary schools, including attendance, engagement in creative and educational projects, activism and opportunities for aspirational activities.
5. To ensure all projects and activities are in accordance with IUK's vision and grant conditions.
6. To plan and deliver workshops and activities with young people.
7. To build constructive and professional relationships with young people with the aim of supporting their personal and social development.
8. To deliver training and development activities for young people to enhance their skills and future prospects.
9. To work with the Director to plan, organise and deliver youth led events including an annual conference.

10. To support young people to lead project activity and deliver sustainable impact, including delivering peer education.
11. To support and oversee the creation of an Equalities Council in each School, ensuring that young people have a voice in decision-making.
12. To deliver project activities in line with minimum standards, the needs of beneficiaries and partners/ funders.
13. To work with support from Director to build constructive relationships with key stakeholders, including schools and other youth-focused organisations, to ensure the smooth running of programmes and in the interests of sustaining relationships.
14. To ensure that all activities are undertaken in line with both the School and Integrate UK's policies and to understand and follow health and safety policies and procedures including undertaking risk assessments.
15. To work with Junior trustees to prepare a project update report for board meetings.
16. To be alert to potential child protection issues and concerns and to report any concerns immediately to the Safeguarding Lead and Integrate Director and to act upon instructions in this regard.
17. To travel around Bristol and occasionally the South West and rest of the UK, to meet the travel requirements of the role.
18. To undertake enhanced DBS check with Child Barred List check which is a requirement for this post.
19. To perform any other duties requested by the Director that are commensurate with the grade of this post

Person Specification

	Essential	Desirable
Knowledge and skills		
Educated to graduate level or level 6 equivalent	X	
Ability to positively engage young people from a wide range of backgrounds, including those from disadvantaged backgrounds	X	
Ability to maintain a professional attitude and boundaries in working with young people	X	
Excellent communication skills, both written and verbal	X	
Knowledge of issues affecting young people including FGM, HBVA, forced marriage, gender inequality, racial and religious discrimination, CSE and extremism	X	
Ability to develop effective relationships with partners and stakeholders	X	
Able to work to tight deadlines, dealing with competing demands and to prioritise own work programme.	X	
Able to manage and motivate a team of project workers.	X	
Excellent administrative and organisational skills along with attention to detail	X	
Computer literate with practical skills on MS Word, Excel and an ability to use in-house software packages	X	
A flexible approach and ability to work out of office hours including evenings and weekends if necessary	X	
Ensure all policies relevant to employees are followed by Project Team.	X	
A commitment to promoting equal opportunities and diversity in all work practices	X	

Experience		
Proven track record of working effectively with young people from BMER / Muslim and other backgrounds around challenging issues.	X	
Delivery of training to young people and the wider community	X	
Experience of working in a secondary school environment	X	
Independently planning and developing a project or projects	X	