|  |
| --- |
| CONWAY EDUCATION CENTRE |
| Job description |
| Job Title: Project Leader Summer Scheme |

**Post: Project Leader Summer Scheme 2017**

**Period of employment: 19 June to 18 August**

**Hours: 28 hrs per week (last week – 14/18 August, 14 hours)**

**Monday to Thursday 9.30am – 4.30pm**

**Salary: £15 p/h**

**Responsible to: Centre manager**

**Context and Purpose of the job:**

The post holder will be responsible for the successful implementation and day to day running of Conway’s Summer Scheme for refugee children (6 -17 years of age).

The Summer Scheme is an education and integration project for refugee children and young people with a strong focus on English language development and educational support.

The scheme will be coordinated and delivered by the project leader in conjunction with a team of volunteers and a teacher. The Scheme will focus on education in the morning and fun activities in the afternoon. There will also be visits to local sports and youth organisations, leisure centres, gyms, library, etc.

The aim of the scheme is to increase the participants’ level of education & English language ability and their knowledge of what’s available locally re sport activities, youth clubs, etc. to increase their confidence, feeling of belonging and building relationships with others.

This role requires excellent knowledge of West Belfast and its varied youth provisions, leadership skills, organisational and communication skills. It will involve managing and supporting a team of volunteers and collaborating with other agencies.

**The successful candidate must be available to work for the full duration of the Scheme and must undergo an Enhanced Access NI Security Clearance before appointment can be confirmed.**

**Duties and responsibilities:**

**Key tasks:**

* To be responsible for the management and day-to-day running of the Summer Scheme for refugee children and young people between 6 and 17 years of age
* To be responsible for recruitment, management and support of Summer Scheme team: volunteers and session facilitators
* To work in partnership with parents, children, schools and local community organisations to develop and deliver a quality Summer Scheme
* To organise induction session, motivate and lead the Summer Scheme team
* To ensure effective communication within the team and between the team and Centre manager on all matters relating to the running of the Summer Scheme
* Recruitment of Summer Scheme participants
* Carry out appropriate risk assessments, following procedures and guidelines
* To ensure the safety and wellbeing of children and young people attending the Summer Scheme
* Liaising with parents where concerns or complaints are raised
* Organise age appropriate planning and feedback sessions with Summer Scheme participants
* Ensure Summer Scheme team adhere to CEC’s child protection and safeguarding policies
* Manage own time and workload
* To undertake financial, administrative and statistical duties relating to the Summer Scheme, including monitoring and evaluating its use and success in report format.

In order to deliver services effectively, a degree of flexibility regarding working hours is needed.

**Personnel specification**

|  |
| --- |
| **Conway Education Centre**  **Project Leader Summer Scheme 2017** |

|  |  |
| --- | --- |
| **Requirements** | |
| **Education** | |
| **Essential** | **Desirable** |
| Certificate in Education, **or**  Dip HE in Youth and Community Work **or** relevant third level qualification | First Aid qualification |
|  | Teaching qualification |
| **Experience & Knowledge** | |
| **Essential** | **Desirable** |
| Experience of organising activities and supporting children and young people’s learning in one of the following settings:   * homework or study support club * youth club/youth project * school * after school club/Summer scheme | Experience of working with refugee and asylum seeking families and knowledge of cultural differences |
| Experience of recruiting, supporting and managing volunteers | Excellent knowledge of West Belfast and its varied youth provisions, |
| Understanding of primary and secondary school curriculum in Northern Ireland |  |
| Understanding of Safeguarding, Child Protection and Data Protection legislation |  |
| Experience of carrying out Risk assessments |  |
| Understanding of the issues which can affect refugees attempting to rebuild their lives in a new country |  |
| **Skills & Ability** | |
| **Essential** | **Desirable** |
| Excellent communication skills | Ability to use ICT effectively, including Microsoft Office programmes |
| Excellent management skills, to provide leadership and support. | Ability to carry out project monitoring and evaluation |
| Proven problem solving skills | Ability to evaluate the performance of volunteers and take corrective action as appropriate |
| Ability to work effectively with interpreters, volunteers and colleagues |  |
| Ability to prioritise and manage your own workload within a pressurised environment |  |
| Excellent organisational skills with attention to detail |  |
| Commitment to CEC ethos and Equal Opportunities |  |

**CONWAY EDUCATION CENTRE**

|  |
| --- |
| Application form |
| Job title: Project leader Summer Scheme 2017 |

To be returned to: **Brenda Kelly**

**Conway Education Centre**

**5-7 Conway Street**

**BELFAST**

**BT13 2DE**

No later than: **Thursday 1st of June at 12 noon by post or email:**

**info@conwayeducation.org**

**FOR OFFICE USE ONLY**

APPLICATION RECEIVED :

The following application form has been devised to assist in the short listing process and relates directly to the criteria outlined in the personnel specification. Please ensure that you outline in your answers how your qualification(s), skills and experience relate to the requirements of the post**.**

**Please provide practical, but concise examples. Answers should not exceed the maximum word count allowed; additional words over the maximum amount will not be taken into consideration.**

|  |  |  |  |
| --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | |
|  |  |  |  |
|  | SURNAME |  |  |
|  |  |  |  |
|  | FIRST NAME |  |  |
|  |  |  |  |
|  | TITLE |  |  |
|  |  |  |  |
|  | ADDRESS |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | TELEPHONE |  |  |
|  | EMAIL |  |  |
|  |  |  |  |
|  | NATIONAL INSURANCE NO. |  |  |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **EDUCATION AND TRAINING** | | | | | | | | |  |
|  |  | |  | | |  | |  | |  |
|  | **QUALIFICATIONS** | | | | | | | | |  |
|  | LEVEL | SUBJECT | | | | | GRADE | | YEAR TAKEN |  |
|  |  |  | | | | |  | |  |  |
|  |  |  | | | | |  | |  |  |
|  |  |  | | | | |  | |  |  |
|  |  |  | | | | |  | |  |  |
|  |  |  | | | | |  | |  |  |
|  |  |  | | | | |  | |  |  |
|  |  |  | | | | |  | |  |  |
|  |  |  | | | | |  | |  |  |
|  |  |  | | | | |  | |  |  |
|  |  |  | | | | |  | |  |  |
|  |  |  | | | | |  | |  |  |
|  |  |  | | | | |  | |  |  |
|  |  |  | | | | |  | |  |  |
|  |  | | | | | | | | |  |
|  | **THIRD LEVEL/FURTHER EDUCATION** | | | | | | | | |  |
|  | UNIVERSITY/COLLEGE | | |  | | | | | |  |
|  | DEGREE & CLASSIFICATION | | |  | | | | | |  |
|  | MAIN SUBJECTS | | |  | | | | | |  |
|  | DATE OF AWARD | | |  | | | | | |  |
|  |  | |  | | |  | |  | |  |
|  | **PROFESSIONAL QUALIFICATIONS** | | | | | | | | |  |
|  | NAME OF PROFESSIONAL BODY | | | | QUALIFICATION OF MEMBERSHIP | | | | |  |
|  |  | | | |  | | | | |  |
|  |  | | | |  | | | | |  |
|  |  | | | |  | | | | |  |
|  |  | |  | | |  | |  | |  |
|  | **OTHER TRAINING** | | | | | | | | |  |
|  |  | | | | | | | | |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  | |  | | |  | |  | |  |

|  |  |
| --- | --- |
| **1** | **Please detail your experience of organising activities and supporting children and young people’s learning.**  **Max. 500 words** |
|  | |

|  |  |
| --- | --- |
| **2** | **Please detail your experience of recruiting, supporting and managing volunteers**  **Max. 500 words** |
|  | |

|  |  |
| --- | --- |
| **3** | **Please provide details of your ability to/ experience of working effectively in a team**  **Max. 300 words** |
|  | |

|  |  |
| --- | --- |
| **4** | **Please provide details of your experience and ability to provide leadership and support to others.**  **Max. 300 words** |
|  | |

|  |  |
| --- | --- |
| **5** | **Please detail your understanding or knowledge of the issues which can affect refugees attempting to rebuild their lives in a new country**  **Max. 300 words** |
|  | |

|  |  |
| --- | --- |
| **6** | **Please detail your understanding of safeguarding and child protection and provide information on your ability to/experience of carrying out relevant risk assessments**  **Max. 500 words** |
|  | |

|  |
| --- |
| **Please include any other relevant information in support of your application:**  **Max. 300 words** |
|  |

**The post holder will be required to fill in an Access NI form for Enhanced Disclosure.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **REFERENCES** | | | | |  |
|  |  |  |  |  |  |  | |
| **Please provide the details for two references. At least one should be your current employer, if applicable, or a previous employer.**  **References may be sought prior to interview, and will be made available to the selection panel.** | | | | | | | |
|  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  | |
|  |  | **1** |  | **2** |  |  | |
|  | **Name** |  |  |  |  |  | |
|  |  |  |  |  |  |  | |
|  | **Address** |  |  |  |  |  | |
|  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  | |

The information given in this form is correct to the best of my knowledge. Any false statement may lead to my rejection, or if employed, dismissal.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **VOLUNTARY WORK** | | | |
|  | **PERIOD OF SERVICE**  **(beginning with most recent)** | **ORGANISATION** | **TITLE & DUTIES** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYMENT HISTORY** | | | | |
|  | **PERIOD OF EMPLOYMENT**  **(beginning with most recent)** | **EMPLOYER** | **JOB TITLE & DUTIES** | **SALARY** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |