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**PEACE BYTES PROJECT**

**JOB DESCRIPTION**

**JOB TITLE: Youth Work Co-ordinator**

**RESPONSIBLE TO: Director**

**LOCATION: Regional (NI & RoI)**

**DURATION: Oct 2017 – Dec 2021**

**TO BE RECRUITED: Yes**

**GRADE: NJC PO3**

**SALARY SCALE**: **PO3** **Spinal Point** **38-41**

**BASIC STARTING SALARY: £33,437**

**EMPLOYER COSTS (NATIONAL INSURANCE & PENSION): £3,895.68**

**OTHER ELIGIBLE STAFF COSTS (REDUNDANCY): £2,066.13**

**PROPORTION OF TIME ON PROJECT: 100%**

**PURPOSE OF JOB**

To co-ordinate all staff, resources and activities to ensure the effective delivery of all aspects of the Peace Bytes Project.

**KEY TASKS**

1. To recruit, induct, develop, support and lead a team of professional youth workers to deliver high quality, front line, young person focused services through the project.
2. To manage and co-ordinate the effective delivery of the Bytes Peace project plan of activities including excellent co-ordination and communication with project partners.
3. To supervise, coach and monitor a team of youth workers, organising regular team meetings, and regular personal development and reflective practice meetings.
4. To develop and support positive and productive relationships with and between members of staff.
5. To appoint, supervise and liaise with an independent evaluator of the project and contribute to all monitoring and evaluation reporting required by SEUPB.
6. To implement and maintain child protection, health and safety, security of staff, equal opportunities, confidentially and data protection, customer service standards, financial procedures and all other organisational policies as appropriate ensuring their understanding and implementation by youth workers, other team members and youth work volunteers.
7. To monitor the changing needs of young people, liaising with internal and external stakeholders, to identify opportunities and areas for service improvement, making recommendations for implementation to the satisfaction of all stakeholders.
8. To develop links and relationships with schools/colleges, community groups, other youth organisations and potential employers for supporting young people’s progression.
9. To participate in the Management Team to facilitate the effective implementation, monitoring and review of the Bytes curriculum and services, within a quality and young person focused framework.
10. To report to, and meet regularly with, the Director on operational developments and issues arising in the delivery of quality, young person focused services.
11. To ensure the expectations and views of young people are regularly sought and assessed and to develop and support the Youth Steering Group.
12. To develop innovation and optimal use of creative ICT in the project.
13. To monitor the finances of the project to ensure it stays on budget, to ensure good financial control and ensure that all financial procedures are followed.
14. To support the Finance & Administration Officer with the regular reporting and claims process for the project.
15. To provide reports as required on progress against outcomes for the Project Steering Group, Youth Steering Group, Bytes Board of Trustees and funders.
16. To role model and promote the importance and benefits of quality standards to ensure the project demonstrates best practice and continually improves performance.
17. To promote the work of the Bytes and lobby policy makers on the needs of socially excluded young people and to represent the project will relevant stakeholders.
18. To co-ordinate the effective implementation of the project exit strategy.

The duties of the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.

**HOURS OF WORK**

The applicant will be flexible in their working hours and may be required to work evenings and weekends. The post holder will be required to work day, evening and night-time sessions at approx. 37.5 hours per week. This is subject to change depending on need.

**EMPLOYMENT TERMS/CONDITIONS**

The employee will undergo a six-month probationary period appraisal carried out by the Director.

# HOLIDAYS

25 days annual holidays and 12 statutory days, to apply during any 52-week period of employment. Fixed term periods apply. Holidays will be taken by arrangement with the Director.

**ESSENTIAL CRITERIA**

* A Degree in Youth Work
* ICT Qualification: L2 QCF Diploma or equivalent *(being GCSE Grade A-C).*
* Excellent written and oral communication skills and presentation skills.
* A minimum of 2 years experience of managing youth projects.
* A minimum of 2 years full time (or 4 years 16+ hours part time) experience of working with socially excluded young people in a youth work environment.
* Experience of managing a project budget of a min of £250,000.
* Experience in the delivery of youth initiatives focussing on good relations, citizenship and personal development.
* Experience of working in partnerships within the community & voluntary sector.
* An ability to prioritise work strategically and to meet deadlines.
* Personal commitment to addressing the needs of the most socially excluded young people and those who are not in education, training or employment.
* Excellent interpersonal, conflict resolution and people management skills.
* Excellent finance and administration skills including budgeting, financial control and report writing.
* Demonstrable strong commitment to youth work and good relations values and principles.
* Current, clean, driving licence with access to own vehicle (this can be waived in the case of an applicant whose disability prohibits driving, but who is able to organise suitable alternative arrangements which enable them to meet the duties of the post.)

**DESIRABLE CRITERIA**

* Third level management qualification.
* Experience of using creative ICT in a youth work setting.
* Experience of fundraising activities/funding applications/Tender bids.