

**TBC (Graham Rankin)**

**Job Description**

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| **Job title:** | Project Co-ordinator |
| **Accountable to:** | Deputy Chief Executive |
| **Reporting to:** | Head of Community Services |
| **Hours:** | 37.5 hours per week, (9am – 4.30pm Monday – Friday) |
| **Salary:** | £22,840 + 7% non-contributory pension scheme (after qualifying period). |
| **Location:** | 3 days per week in Bangor office (159 Belfast Road, Bangor, BT20 3PP)  2 days per week in Belfast office (144 – 152 Ravenhill Road, Belfast BT6 8ED)  Additional travel may be required throughout the project catchment area. |
| **Holidays:** | 24 days + 12 statutory days |

**Main Purpose:**

The Project Co-ordinator will have responsibility for the day to day management of Project Connect, a project to prepare young people aged 14 – 20 with Learning Disability and Autism Spectrum Condition who attend special and mainstream schools for the transition from school to FE, training or Employment . The Project Co-ordinator will have responsibility for the management of staff, service users, resources and stakeholder relationships. Maintaining a caseload of school leavers, the Project Coordinator will be required to establish work placements and deliver training to promote independence, confidence and employability skills. The Project Coordinator will ensure support is provided to a range of other stakeholders to maximise opportunities for progression including parents/carers, teachers, employers and colleagues in the Departments of Employment, Health and Education.

**Main Responsibilities:**

1. **Operational Targets:**

Support the achievement of operational targets / project outcomes as detailed in project work plan and summarised in personal work plan including:

* Recruitment of young people to the project
* Delivery of training programmes ensuring qualifications achieved
* Establish work placement opportunities in the local area.
* Progression to post school provision e.g. FE, training or employment.
* Establish quarterly youth forum
* Attend Advisory Group meetings

1. **Staff Management**

The Project Co-ordinator will have responsibility for the day to day management & supervision of project staff and volunteers including:

* Responding to day to day operational queries
* Regular planning and development meetings with project staff
* Managing performance of staff and carrying out annual appraisal of staff using agreed framework
* Motivating project staff to ensure outcomes are achieved
* Training and mentoring of new/ less experienced staff
* Quality assurance checks regarding administration and practice.

1. **Reporting the following issues to the Head of Service**

* **Immediately:**
* Adult Safeguarding issues and/or concerns
* Performance Management concerns
* **Monthly/as required:**
* Monthly information required for funders
* Progress against targets.
* Statistics generated from Social Impact Tracker

1. **Service Users**

To deliver a structured and individualised programme to young people aged 14 – 20 preparing to leave special and mainstream education including:

* Induction
* Initial assessment
* Vocational profiling and action planning
* Conduct quarterly reviews and update action plans
* Negotiating structured, time limited internal and external work placements
* Identification of training needs
* Maximise opportunities for progression to FE, training or employment.

1. **Employers**

* To recruit a range of employers to the programme to ensure quality work experience opportunities are available that match the aspirations and skills of young people.
* Deliver diversity training to employers as required.
* Conduct a detailed Job Analysis including relevant health & safety and risk assessment information.
* Ensure regular liaison with employers at the correct level to ensure progression including monitoring and feedback from co-workers, HR and senior staff.

1. **Other Stakeholders**

* Work with families to maximise progression and development on the programme for service users.
* Liaise with appropriate colleagues in other agencies to market the project and provide regular feedback.

1. **Quality Assurance**

Ensure all service user information is recorded and compliant with Orchardville processes and procedures. This will include:

* Compiling written records and reports as required including assessment information, action plans, reviews, risk assessments etc.
* Update Social Impact Tracker (internal database)
* Monitoring and recording progression and outcomes of service users
* Tracking completers and early leavers for 12 month period.
* Prepare information and reports for Big Lottery Fund

1. **Finance**

* Manage the delivery of the project within the agreed budget
* Work as effectively as possible to deliver the project
* Monitor spend against budget identifying any potential over or under spend as soon as possible
* Work with the current financial systems of Orchardville

1. **Health & Safety**

* Ensure all aspects of H&S are adhered to in line with organisational processes and procedures as outlined in staff hand book.
* Highlight potential risks in relation to service user safety; carry out risk assessments as appropriate and ensure risk management procedures are followed.
* Ensure personal safety by complying with Lone Worker policy.

1. **Training, Development and Practice**

* To take part in Planning & Development meetings and annual appraisal with Line Manager.
* To identify personal and project training needs and provide comprehensive feedback on training undertaken.
* To ensure the core values of Orchardville (**E**mpowerment, **Q**uality, **U**ser, **I**ntegrity, **P**assion) are evident and form the basis of professional conduct.

This description is not exhaustive. In addition to the above duties, the post-holder may be required to undertake other duties and additional tasks as required due to changing priorities or circumstances.

**Personnel Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Education and Qualifications** |  |  |
| Third level qualification and 1 year experience of working with young people with Learning Disability/ Autism Spectrum Condition in either school, training or employment settings  **OR**  NVQ Level 3 and 2 years experience of working with young people with Learning Disability/ Autism Spectrum Condition in either school, training or employment settings | **✓** |  |
| Qualification in youth work |  | **✓** |
| Qualification in teaching / training |  | **✓** |
| Qualification in management / leadership |  | **✓** |
| **Additional Training** |  |  |
| Proficient in use of Microsoft Office applications including Word, Access, Excel etc | **✓** |  |
| Adult Safeguarding / Child Protection Training |  | **✓** |
| **Experience** |  |  |
| Experience of co-ordinating of a project, team or service including at least one of the following:   * Supervising staff * Monitoring targets and outputs * Partnership working * Managing a budget * Reporting to Funders | **✓** |  |
| 2 years experience of supporting young people with disabilities in school, training or employment situations. |  | **✓** |
| Knowledge and understanding of transition process in Northern Ireland |  | **✓** |
| 1 year experience of developing and delivering personalised and group training programmes to young people. |  | **✓** |
| Experience of organising and negotiating work placement/ employment opportunities. |  | **✓** |
| **Other Requirements** |  |  |
| Current full driving license, valid in the UK, and access to a car or other form of transport which will permit you to carry out the duties of the post in full.  *Alternative transport methods will be considered for those who have a disability and cannot obtain a driving license.* | **✓** |  |
| **Required Behaviours** |  |  |
| Proven ability to deliver results within agreed timescales | **✓** |  |
| Able to demonstrate flexibility within role. | **✓** |  |
| Ability to use initiative and make decisions within remit. | **✓** |  |
| Able to demonstrate good communication and organisational skills. | **✓** |  |
| Proven track record of working within a team to achieve outcomes. | **✓** |  |
| Demonstrate organisational values of **E**mpowerment, **Q**uality, **U**ser focused, **I**ntegrity, **P**assion (EQUIP) | **✓** |  |
| **Special Circumstances** | | |
| Successful candidates will be required to undergo an Enhanced Access NI disclosure check. | | |

**NB:** Criteria may be enhanced to assist short-listing.