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**Job Title**: Programme Coordinator

**Reports To**: Trust Manager

**Disclosure Check Level**: Enhanced

**Working Hours**: 35 hours per week

**Location:** Parkanaur Forest Park (near Dungannon) with some travel across NI

**Salary:** £26,500

## Overall Role Purpose

The Programme Coordinator is a varied role which offers hands-on delivery of our programmes to children and young people and the opportunity to support the development of exciting new programmes of work. As Programme Coordinator you will have responsibility for the development and delivery of a range of engaging and impactful programmes aimed at supporting better outcomes for children and young people across NI. This will include the planning and delivery of programmes which currently include Shared Education, eco-education and wellbeing programmes. You will work closely with the Trust Manager and other colleagues to bring Speedwell Trust’s vision to life, through creative, innovative and exciting programmes at our premises in Parkanaur and as we expand, across NI.

## Key Responsibilities

* Liaise with the Trust manager on a regular basis regarding planning and any other related issues associated with the delivery of Programmes.
* Be responsible for the development and delivery of a range of programmes in line with the Trust’s strategy and objectives.
* Assist with updating Speedwell Trust’s Facebook page and promotional materials.
* Support the development and delivery of an Outreach programme delivering programmes, as required, in locations other than Parkanaur Forest e.g.in schools or other venues locally and across NI.
* Support the Trust Manager with the evaluation and review of Speedwell Trust programmes, propose and agree changes in accordance with the NI curriculum, community relations, environmental issues and wellbeing needs of children.
* Ensure compliance with Equal Opportunities policies, Safeguarding and Health & Safety policies.
* Support the Trust Manager in the day to day running of the Parkanaur site to ensure all Health & Safety measures are in place and appropriate.
* Support, develop and coordinate volunteers as appropriate.

### People Accountability

Number of Direct Reports: 1

Number of Indirect Reports: 0

Number of Volunteers Supervised: up to 30

### Financial Accountability

* Responsible for working within agreed annual budgets.
* Responsible for supporting income generation activities.

## Person Specification

## Education/Qualifications

#### Essential

* A third level qualification in teaching, youth or community work, or a minimum of 2 years \*recent experience of working in a teaching, youth or community work role.

\* We define “recent”, as being within the past 5 years.

## Job-Related Experience

#### Essential

* Recent and relevant experience of delivering programmes to children or young people.
* Knowledge of the Northern Ireland Curriculum, especially as this relates to community relations, environmental and citizenship issues.
* Experience of contributing to the development of programmes and learning materials.
* Knowledge of Health and Safety requirements relating to working with children and young people.
* Knowledge of Safeguarding requirements relating to working with children and young people.
* Experience of developing and maintaining external relationships and networks.
* Computer Literate.

**Desirable**

* An understanding of Shared Education requirements in NI.
* Experience of working with children with additional needs
* Knowledge of eco education or forestry schools
* Experience of supporting or supervising volunteers.
* Excellent Communication, Interpersonal, Organisational and Creative skills.

**Terms & Conditions:**

* Salary £26,500 per annum
* Full-time position – 35 hours per week
* Based at our Parkanaur Forest offices, with some travel across NI and potentially ROI.
* 28 days Annual Leave, increasing to 31 after 3 years full service.
* 12 Bank Holidays in addition to paid Annual Leave
* Membership of Group Pension Scheme with 5% employer contribution.
* Membership of a Health Care Plan.
* Maternity Leave – Full pay for first 6 weeks.
* This post carries a 6-month probation period.
* This post is offered on a permanent basis subject to funding.