**A black and orange logo

Description automatically generatedDiverse Youth NI**

275A Antrim Road

Belfast

BT15 2GZ

**Job Description**

**Job Title:** Project Outreach Coordinator

**Salary:** £20,000 per annum (£35,000 fulltime equivalent for 37.5 hours)

**Working Hours:** Part-time (20 hours per week)

**Location:** Northern Ireland

**Responsible to:** Operations Manager

**Overview:**  
Diverse Youth NI is seeking a passionate and dynamic **Project Outreach Coordinator** to lead a groundbreaking community integration initiative aimed at fostering social cohesion and understanding between local communities and marginalised groups, including asylum seekers, refugees, and BAME youth. This role is critical in delivering programs that promote cultural exchange, reduce racial tensions, and support the mental and emotional well-being of marginalized individuals.

The coordinator will serve as the bridge between diverse communities, stakeholders, and young people, ensuring the project's successful planning, implementation, and evaluation while fostering mutual respect and inclusion.

**Key Responsibilities**

**1. Project Planning, Implementation and delivery:**

* Develop detailed project plans, including timelines, budgets, and risk management strategies.
* Oversee the organisation of intercultural events and leadership development programs.
* Coordinate and facilitate community engagement programs, workshops, and intercultural events aimed at fostering dialogue and mutual respect.
* Organise leadership and skills development sessions for young people from marginalized backgrounds to enhance their participation and contribution to their communities.
* Ensure activities are inclusive, culturally sensitive, and aligned with the project’s goals.
* Monitor and evaluate project outcomes, adapting as needed to ensure goals are met.

**2. Community Outreach and Youth Engagement:**

* Develop and maintain relationships with local residents, community leaders, and organisations to promote participation in the project.
* Build strong relationships with marginalised groups, including asylum seekers, refugees, and BAME youth.
* Facilitate culturally sensitive workshops and youth-led initiatives.
* Provide mentorship to young people, empowering them to become active contributors to their communities.
* Design and implement outreach strategies to recruit participants for workshops, intercultural events, and youth programs.

**3. Partnership Development**

* Collaborate with schools, community groups, and other stakeholders to enhance program impact.
* Act as a representative for Diverse Youth NI at community meetings and events.
* Develop partnerships to leverage resources and expand the project’s reach.

**4. Advocacy and Relationship Building**

* Advocate for the needs of marginalized groups and promote a positive narrative around cultural diversity and inclusion.
* Build strong partnerships with stakeholders, including local councils, NGOs, schools, and community groups, to amplify the project’s impact.
* Represent Diverse Youth NI at public forums, community meetings, and partner events.

**5. Monitoring and Evaluation**

* Track project milestones, participant engagement, and the impact of activities using established metrics.
* Collect feedback from participants and stakeholders to evaluate the effectiveness of the project.
* Prepare detailed reports on outreach activities, progress, and outcomes for funders and organizational leadership.

**6. Administration and Coordination**

* Manage logistics for workshops, events, and community meetings, including venue booking, materials preparation, and coordination of facilitators.
* Oversee project budgets related to outreach activities, ensuring resources are used efficiently and transparently.
* Support the recruitment and supervision of volunteers or additional staff involved in project delivery.

**Key Skills and Attributes:**

* **Communication**: Excellent verbal and written communication skills, with the ability to engage diverse audiences and build rapport with marginalized communities.
* **Cultural Competency**: Deep understanding of cultural diversity, social integration challenges, and the unique needs of asylum seekers, refugees, and BAME youth.
* **Leadership and Facilitation**: Proven ability to lead workshops, facilitate group discussions, and manage community events.
* **Project Management**: Strong organizational skills, with experience managing multiple tasks and meeting deadlines.
* **Empathy and Advocacy**: Genuine passion for promoting inclusion, reducing racial tension, and fostering community cohesion.
* **Collaboration**: Strong team player with experience working in cross-functional teams and with external stakeholders.

**Qualifications and Experience**

* **Essential**:
  + Experience in community outreach, social integration, or related roles.
  + At least three (3) years of experience and proven track record of working with marginalised communities, particularly asylum seekers, refugees, and BAME groups.
  + Knowledge of social issues affecting marginalized groups in Northern Ireland.
  + Strong facilitation and program coordination skills.
* **Desirable**:
  + Relevant qualifications in community development, social work, or a related field.
  + Experience in managing grant-funded projects or budgets.
  + Familiarity with mental health and well-being support for vulnerable populations.

**Additional Information**

* Occasional evening and weekend work may be required to meet community needs.
* Successful candidates will undergo an enhanced AccessNI check.