



# Family Project Coordinator

## Job Description

<b>Job Title:</b>	Family Project Coordinator
<b>Responsible to:</b>	Head of Operations
<b>Main Location:</b>	Belfast YMCA, 58 Knightsbridge Park, Belfast, BT9 5EH Role will require travel to various other settings across Belfast to deliver programmes to families.
<b>Salary:</b>	Starting at £31,200 per annum
<b>Hours:</b>	37.5 hours per week Occasional evening and weekend work may be required.
<b>Other benefits:</b>	5% employer pension contribution Employer sick pay scheme Holidays - 31 days rising to 37 days Death in service assurance Long service awards Staff discount on childcare
<b>Contract:</b>	Full Time Permanent
<b>Probation period:</b>	6 months

### **Main purpose of the Job:**

The Family Project Coordinator will work closely with The Head of Operations and play a key role in developing and delivering our new Family Support Programme, aimed at supporting families across Belfast. This role will focus on building strong connections within families, identifying their needs, and providing tailored support through group work sessions and one-to-one support. The coordinator will also collaborate with local organisations, services, and community groups to enhance family well-being and ensure the programme meets the evolving needs of the community.

## **Key Responsibilities**

### **1. Family & Youth Support**

- Deliver high-quality Family programmes to young people and parents/carers across Belfast
- Work closely with the Head of Youth and wider Belfast YMCA Youth Team to support youth work delivery in schools, on-site and community provision
- Provide 1-1 support to families, parents, and young people, offering guidance and helping to address challenges they may face.
- Plan and facilitate group work sessions, workshops, and structured programmes tailored to the needs of young people and families.
- Encourage the personal development of young people and parents/carers involved in Belfast YMCA projects, providing opportunities for them to grow and reach their full potential.
- Provide support and referrals for young people and families who require immediate intervention.
- Signpost families to appropriate services and ensure ongoing review of the support provided.

### **2. Stakeholder Engagement & Collaboration**

- Create, maintain, and develop strong working relationships with key stakeholders, including young people, parents, teachers, social workers, and other youth and community professionals.
- Liaise with schools, funding bodies, and community organisations to identify new areas of work, target groups, and opportunities for collaboration.
- Attend and contribute to Family Support Hub meetings across Belfast, ensuring that families referred to the programme receive appropriate support.
- Actively engage with local communities to promote the programme and increase participation from families who could benefit from support.

### **3. Programme Development & Delivery**

- Work closely with the Head of Operations to design and develop programme sessions that are engaging, effective, and aligned with community needs.
- Plan and coordinate all programme logistics, including arranging venues, scheduling sessions, and securing facilitators across Belfast.

- Receive and evaluate referrals, connect with families to discuss their commitment to the programme, and assess whether it is the right fit for their needs.
- Develop and implement best practices to evaluate the impact of programme activities and adapt as needed.
- Provide training and support to volunteers and facilitators assisting with programme delivery.

#### **4. Administration & Compliance**

- Maintain accurate and up-to-date records on programme activities, participant engagement, and outcomes.
- Prepare high-quality reports and evaluations to track progress and share impact with funders, stakeholders, and senior management.
- Manage administrative, financial, and budgetary tasks associated with the role, ensuring effective resource allocation.
- Ensure all programme activities comply with Belfast YMCA policies, including:
  - Safeguarding of children and vulnerable adults
  - Equal opportunities and anti-discrimination
  - Anti-sectarianism and social inclusion
  - Health and safety, including risk assessments

#### **5. Organisational Ethos & Professional Development**

- Understand and be supportive of the Christian ethos of Belfast YMCA and work in alignment with its values.
- Commit to continuous professional development (CPD) by attending relevant training, networking events, and learning opportunities.
- Act as an advocate for families and young people, ensuring their voices are heard and represented in relevant community forums.

**Please Note:** This is not an exhaustive summary of the responsibilities. The post holder will be expected to undertake any other duties of a similar nature as required for the role.

## Person Specification

	Essential	Desirable
Qualifications	A recognised degree or professional qualification in a relevant subject area Eg. Community / Youth Work / Education / Social Work	Professional development which demonstrates expertise in working with Families.  A JNC professional Youth Work degree or higher
Experience	Two years' experience in youth work, family support, or community development.  <b>Experience in case management</b> , including assessing family needs, developing support plans, and coordinating services.	Experience of working with a wide range of age groups  Experience in trauma-informed practice or mental health first aid.  Evidence of partnership working with other agencies / statutory bodies / strategic partners  Experience in securing funding or writing funding applications.
Knowledge	Knowledge of safeguarding, child protection, and best practices when working with vulnerable individuals.	

	<p><b>Multi-Agency Working –</b> Understanding the role of different agencies (e.g., social services, schools, NHS) in supporting families.</p>	
<b>Skills</b>	<p>Evidence of strong communication and interpersonal skills</p> <p>Evidence of competency in IT, self-organisation and record keeping in line with GDPR responsibilities</p> <p>Strong facilitation skills, with the ability to lead group work sessions and workshops for young people and families.</p> <p>Strong organisational and administrative abilities, with a proven track record of managing multiple tasks and maintaining detailed records.</p>	<p>Competency in using multimedia in group work / youth work</p>
<b>Other</b>	<p>Evidence of ability to work with others in a team and also ability to work independently to meet targets and deadlines.</p> <p>Due to the nature of the post, it is essential that the successful applicant will hold a full driver's licence and have access to a car which they can use for business use.</p>	