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North Down YMCA

Community Programme

Practitioner
Information Pack

## Job Description

**Job Title:** Programme Practitioner

**Reporting to:** Senior Manger

**Responsible for:** Project Worker x 1 PT Position

 Volunteers within the Programme

**Locations:** North Down YMCA 10-12 High Street Bangor BT20 5AY

**Salary Scale:** £26091.00 (Pro-Rata)

**Other Benefits:** 5% employer pension contribution
 Employer sick pay scheme
 Holidays – 22 days per year rising to 25 days per year
 Benenden Health Care

Staff discount on After School/Holiday Club

**Hours:**  30 hours per week Monday to Friday between

Hrs to be agreed

**Contract:** 1 Year Fixed Term with potential of extension subject to funding from SPOD/Housing Executive

**Probation Period:** Six Months

 **Main purpose of the Job:** The post holder will be responsible for the coordination and delivery of the Harbour Renewal Project which is a funded programme by Housing Executive to support SPOD (Small Pockets of Deprivation) within the Harbour Ward. North Down YMCAs Community programme aims to increase support and access for the local community to address health inequalities and build capacity with service users to promote resiliency and a strengths-based approach to community development.

## Job Details

1. **Operational**
	1. To lead the development and delivery/facilitation of a ‘Community Hub’, providing on-site information, signposting and advice on a daily basis
	2. To facilitate an annual community needs assessment for the Harbour Ward and design and deliver a Programme of work based on identified need within the local community.
	3. To line manage the Project Worker and support their delivery of Project activities, including Community Drop-In, 55+ Friendship Group and a Creative Connections Group Work Programme.
	4. To facilitate and deliver two warm hub/open community hub drop-in sessions which offer a hot meal/breakfast to vulnerable members of the community. This includes planning, preparing and serving food at Warm Hub Sessions.
	5. To manage access to needs-led training opportunities for individuals and families living in the Harbour Ward, such as Health & Wellbeing, Food and Nutrition, Training initiatives, capacity building and resiliency programmes.
	6. To recruit, support and train volunteers within a range of roles which can support delivery of community programmes.
2. **Service Provision**
	1. To co-ordinate and deliver a range of community initiatives/programmes that support identified needs within the local Harbour Ward and increase capacity and access to Services.
	2. To liaise directly with other statutory and voluntary organisations, and represent the Association in relation to relevant community issues.
	3. To implement/maintain monitoring systems to measure impact of programme delivery and outcomes.
	4. To evaluate the range of activities/workshops/programme and community events which support vulnerable individuals to develop skills, knowledge and understanding.
	5. To ensure the voice of service users are represented in a co-design approach to service delivery, implementation and evaluation.
3. **People Management**
	1. Responsible for the management of PT staff and Volunteers who support facilitation delivery and engagement of support with clients.
	2. Recruiting and supervising directly managed posts, assisting with induction, training needs and Annual Work Reviews.
	3. To assist with staff communication, ensuring effective flow of information and that staff are aware of key developments within the Organisation and acrodd other Programmes.
	4. To assist in the development and implementation of staff policies that ensure that best practice is followed in all areas.
	5. To assist and advise on objectives for the team and to provide feedback to the team and individuals on their performance.
4. **Finance and Compliance**
	1. To design a programme budget in collaboration with the YMCA Finance Officer and CEO.
	2. To assist with systems and financial management of the Programme budget, including comprehensive financial records of programme expenditure.
	3. To hold responsibility for competing Monitoring Reports on the Programme Action Plan and ensure programme is on track to delivery on stated KPI’s as agreed with funder.
	4. To meet reporting schedules as sated by the funder/Board of Management of NDYMCA.
	5. To assist/undertake risk assessments of the community programme/activities and effectively ensure that relevant Health and Safety legislation is adhered to at the Centre.
5. **General**
	1. Assist with establishing and maintain arrangements with service users engaged in the provision of community programmes.
	2. To understand and work closely with voluntary and statutory agencies that support vulnerable adults and deliver community development programmes.
	3. To play a key part in Team meetings working closely with the other staff/Senior Leadership Team/Programme Co-ordinators on promoting North Down’s services to the community

**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 from time to time

## Person Specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | NVQ/OOCN Level 3 or above in a relevant area such as Youth Work; Health & Social Care; Community Leadership/Development. | Third Level Community Development Qualification |
| **Experience** | 2 years’ experience of working within a community development model/programme with vulnerable young people or adults. Previous experience of managing and supervising staffExperience working with volunteers, including recruitment, selection, training and ongoing support. | Experience of holding Programme Co-ordinator responsibilities in a similar or relevant settingExperience of vulnerable adults safeguarding practice.  |
| **Skills** | Motivational management skillsExcellent organisational skillsExcellent interpersonal skillsExcellent written and verbal communication skills Ability to work on own initiativeKnowledge and understanding of managing a budget & Reporting to funders | Experience of completing Monitoring ReportsExperience of OBA Reporting  |
| **Personal / Character** | Passionate about community capacity/development and supporting vulnerable adults/communities.Supportive of North Down YMCA’s Christian ethos, values and aimsCapable of Access NI Enhanced Clearance  |  |
| **Other**  | A clean driving licence and have access to a car |  |

## How to apply

Please complete & return the attached Application Form to Pauline McMullan Pauline.mcmullan@ymca-ireland.net

**Disability**

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact us so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

**Equal Opportunities and Occupational Requirement**

North Down YMCA is an equal opportunities employer and will not unlawfully discriminate in its recruitment and selection procedures. In accordance with Article 70 of the Fair Employment & Treatment (NI) Order 1998.