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| IFI logo | A red and black logo  Description automatically generated | rural action |

**Job Description**

**Job Title:** Project Co-ordinator – Maternity Cover

**Duration:** Temporary position to December 2025 with possibility of extension subject to funding being secured.

**Key Function:** To lead and manage the implementation of all aspects of R City Youth CIC Personal Youth Development Programme (PYDP). This project seeks to connect young people aged 16-25 years to personalised learning, skills and employment opportunities with a central focus on good relations and preparing young people for the world of work. It is interested in engaging young people that are vulnerable to polarisation/recruitment to organisations opposed to the peace process and face barriers to participation in mainstream provision. The aim of PYDP is to help young people build and develop life skills that foster good relations, build confidence and resilience and make them more employable.

This post has been supported under the Personal Youth Development Programme (PYDP), funded by the International Fund for Ireland (IFI) and managed by Rural Action.

**Responsible to:** The Board of R City Youth CIC

**Location:** Spectrum Centre, Shankill Road, Belfast BT13 3AA

**Salary:** NJC SP 27 (37 hrs per week)

**Key Duties:**

1. To lead and manage the R Choice Personal Youth Development Programme, ensuring the efficient and effective delivery of all aspects of the programme.
2. To identify, recruit and engage 20 young people in North Belfast on a cross community basis (in particular the interface communities of Shankill and Ardoyne) who are furthest away from employment and vulnerable to polarisation/recruitment to organisations opposed to the peace process.
3. To design and deliver a programme of both accredited and non-accredited training for young people in good relations, personal development and employability.
4. To work with young people in co-designing a programme which best reflects their needs and expectations and encourages buy in and ownership from young people at all stages.
5. Provide advice and support in career planning for participants.
6. Identify and utilise specific training, employment and work experience opportunities for long-term unemployed, economically inactive and workless people, which will help to promote their integration into the labour market.
7. Organise progress reviews and ensure that targets are being achieved that reflect positive outcomes in relation to employment and employment related skills development.
8. To engage with a range of key individuals and organisations from across all sectors to enhance the quality and reach of ‘PYDP’.
9. To establish a Project Reference Group and report to them on a minimum of a quarterly basis on the progress towards outcomes and plans for the next quarter.
10. To provide ongoing supervision and support to young people on a one to one basis, building a close working relationship and ensuring that the needs of young people are being met through the programme.
11. To identify further opportunities and lead on further funding applications and/or partnerships which can build upon PYDP and provide added value to ‘R Choice’ participants.
12. To ensure that all necessary policies and procedures are adhered to in the delivery of ‘PYDP’, making sure that best practice in key areas is achieved at all times and achieving compliance with current legislation. (e.g. health and safety, child protection etc.).
13. To develop and implement robust financial and administrative procedures for the programme, ensuring compliance with the expectations of Rural Action as managing agent and IFI as funder.
14. To implement procedures for monitoring and evaluation to help articulate the impact of the programme.
15. To report to funders and their managing agent on all issues related to the project as requested.
16. To report to the management committee with timely reports detailing progress, achievements and outstanding issues.
17. To represent R City Youth on all forums and partnerships related to PYDP.
18. To delegate responsibility where necessary to other PYDP staff to ensure compliance with all of the above duties.
19. Undertake other duties as shall be reasonably required from time to time.

**PERSON SPECIFICATION**

**Essential Criteria**

It is essential that candidates possess the following:

**Experience / Educational Attainments:**

1. A relevant third level education and a minimum of 3 years youth and community development experience.

**OR**

5 years youth and community development experience.

**Skills/Abilities:**

1. Relevant experience of designing and delivering accredited and non-accredited training programmes.
2. At least two years proven competence in providing career, employability mentoring support in both a group setting and on a one-to-one basis.
3. Experience of working with 16 to 25 year olds from disadvantaged backgrounds.
4. Effective and proven project management skills, including the ability to work with on own initiative and within a team environment.
5. High degree of organisational ability, self-motivation, personal initiative and meeting tight deadlines.
6. Effective written and oral communication skills including report writing and presentation skills.
7. Effective personal and interpersonal skills and ability to relate to young people particularly those who experience forms of marginalisation and social exclusion.
8. The ability to establish effective links with other key statutory, community and voluntary sector agencies.
9. Experience of Government welfare-to-work programmes.
10. Experience of planning, measuring, tracking, evidencing and reporting on outcomes.
11. Ability to maintain effective administrative systems.
12. Experience of managing budgets and compliance with funders requirements.
13. Ability to communicate and work in line with funders requirements.
14. Competency in IT skills.
15. A full driver's licence & access to a form of transport which will enable the post holder to meet the requirements of the post in full.
16. Flexible approach to working hours evening and weekend work is a pre-requisite within this post.

**Desirable Criteria**

1. Experience of working with young people through innovative approaches.
2. Experience of cross community, community relations and good relations work.

**NOTE: In the event of a large number of applicants, the panel reserve the right to enhance the criteria further.**