

**Candidate Information Booklet**

Co-Ordinator

25 Hours per week

(Ref: C07/01/18)

Closing Date of Applications:

12 Noon – 29 January 2018

This post is funded by Big Lottery Fund

(Empowering Young People)





**Job Description**

**Job Title:** ProjectCoordinator

**Salary:** £18,546

**Hours:** 25 Hours per week

**Responsibility to:** Management Review Committee

**Based at:** Lilac House, 4 Sandhurst Road, Belfast

3-year contract - subject to completion of 2-month probation period & subject to funding conditions.

**Main purpose of Job:**

The post holder will be responsible for the efficient and effective

development, implementation, management, monitoring and evaluation

of the ‘What Next’ Project funded by Big Lottery Empowering Young People.

To provide leadership of staff, the administration of the programme and the financial oversight of the project.

To establish and maintain excellent working relationships with young people, families, staff and volunteer teams.

To co-ordinate the development and implementation of the project, its goals and outcomes to ensure its success

This post is subject to Enhanced AccessNI Check

**Job Description & Person Specification:**

1. To recruit, induct and supervise project staff and assist with recruitment of volunteer and participants.
2. To support Training staff & Youth Workers in the delivery of the Person-Centred training programmes.
3. To develop & implement the ‘What Next?’ project in line with Big Lottery Empowering Young People requirements.
4. To facilitate the monitoring and evaluation of all work undertaken.
5. To participate in appropriate Team Meetings, in service training, and report to Management Review Committee Chair.
6. To uphold and develop the Autonomie policies and procedures.
7. To support training and youth workers to measure and record of impact of project and communicate this quarterly both internally & externally.
8. To support, supervise and line manage ‘What Next?’ staff team (Direct responsibility for 1 Administrator, 2 Youth Support Officers)
9. To oversee the financial and administration of the Big Lottery Fund budget
10. Liaise with Big Lottery Fund Case Worker
11. To provide Management Review Committee with monthly update reports on progress of project.

**Person Specification:**

**Experience/Qualifications**

Essential:

* Minimum of 5 years’ experience in a Management position within the Voluntary/Community Sector
* Experience of communications & financial management
* Experience of developing appropriate forums to ensure young people, their support networks and communities are involved in the planning and delivery of projects.
* Experience of strategic development, and awareness of the needs of families and young people with additional needs.
* Experience of coordinating staff/volunteers in an outcome based project
* Thorough working knowledge of governance obligations & systems
* A full current driving licence and access to a vehicle is essential. Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence.
* Willingness to work flexible hours required for the job which may include evening & weekend work.
* Experience of using Microsoft packages to include Outlook, Word, Excel and PowerPoint.

Desirable:

* Experience & Knowledge of managing Big Lottery Funded Projects
* Knowledge of developing and maintaining effective working relationships with partner agencies, funding agencies and other appropriate persons.
* Thorough knowledge of governance obligations and systems within the field of disability.
* Experience of strategic planning & policy development.
* Experience of negotiating with statutory bodies at operational & strategic levels.

 **Terms & Conditions:**

*Holidays*: 25 days, plus all statutory holidays (Pro-rata)

*Pension Contributions*: Autonomie - 3% pension contribution

 Personal – 2% pension contribution

*Time off in Lieu*: Additional hours over 25 hours per week will be taken

 as time off in lieu within a 30-day period.

*Smoking*: Autonomie has a firm “No Smoking” policy

*Sickness*: Statutory Sick Pay will be paid for sick leave of more than 7 days