

Swindon Youth Voice

Project Coordinator: Job Description

Salary: £27,000 to £29,500

Hours: 35 hours/week

Reporting to: Inclusion & collaboration manager

Annual leave: 28 days PA plus public holidays

Four years fixed contract; with potential for extension

Closing date for applications: Monday 16 January 2023, 12 noon

Interviews will be held on Monday 30th January

Purpose

To take a lead in setting up and delivering the Youth Voice project. You will coordinate with our project delivery partners, the team at Voluntary Action Swindon, as well as the project steering committee, to keep everyone involved and motivated, and to ensure the project makes steady progress towards its aims.

Key responsibilities

- Work with VAS team and project partners to create and implement a marketing plan to raise awareness of project and recruit project participants
- Develop a plan and undertake outreach to share news of the project with communities where need is highest and engagement lowest
- Liaise with project delivery partners to identify and book to locations for sessions to be held; create back-up plan in case sessions need to be moved or held remotely
- Work with project delivery partners to create an agreed schedule and programme for sessions
- Develop and share policies & procedures with all project delivery partners
- Work with our project evaluation consultant and other partners to set up and implement a system to monitor and report on sessions delivered
- Convene project steering committee, set agenda and report on actions taken
- Have initial assessment conversations with young people, and create pathway for them to get involved with the project
- Oversee compliance and reporting to funders and other bodies as required
- Ensure systems are in place for youth voice to be channelled to and heard by the appropriate people and organisations

- Work as part of the VAS team to support its overall operation
- Have overall responsibility for effective delivery of the project; flexibility to pick up and run with what needs to be done.

About the project

Swindon Youth Voice is a new project, funded through the National Lottery. The project has a vision of a fair and equal society, where young people are integrated, listened to, and valued. The project will engage across society, acting as a focal point and catalyst for change. Particularly, the project is based on the precept that young people need to be given a seat at the table, feeling a sense of agency and worth in their engagement. The project will develop and run a forum for young people in Swindon - the forum will consist initially of two age-defined activity groups, meeting weekly, where young people connect, grow, and share.

The project will be overseen by a steering committee made up of representatives from Swindon's various youth service providers (from all sectors) as well as the young people themselves. As well as providing direction for the project, this committee will facilitate communication and collaboration between these organisations, ensuring that the project responds to gaps whilst avoiding duplication of existing services.

The project is a partnership of five partners who will work together to deliver the project, each partner bringing key strengths, skills and resources to the project.

Our aims are:

- To provide a platform for young people to gain skills and confidence, and to develop their voice; to promote youth engagement in wider society; to provide continuous support for young people coming out of time-limited programmes provided by other organisations.
- To provide a space where young people can explore and engage with issues around equality, accessibility, community inclusion and social cohesion.
- To provide a central focal point where young people can access help and support and be referred to specialist help where available.
- To improve effective working, communication and collaboration between youth provider organisations in Swindon, by involving them in the project steering committee.
- To provide the youth voice for planners and providers looking to develop and improve services.

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Project Coordinator: Person Specification

	Criteria	Essential/Desirable
1	Project management experience - you're able to take a lead, act on your own initiative to move forward following agreed plans and goals. Includes: time management, prioritisation, attention to detail, self-motivation	E
2	Excellent communication skills (verbal and written) - you'll be communicating with partners from voluntary sector and local authorities, as well members of the public and young people, interested in the project	E
3	Understanding and ability to work with various groups of stakeholders, juggling competing demands and ensuring that all feel listened to and involved	E
4	Budget awareness - ability to keep an eye on money available and spent, and report accordingly	E
5	Youth work - understand the needs of young people and approaches to working with them	D
6	Attention to detail - ability to follow systems and make sure that others are doing the same	E
7	Flexible and adaptable; a team player, active and supportive	E
8	Computer skills inc. Word, PowerPoint, Excel, Internet, Databases	E
9	Passion to enable young people to develop skills and confidence	E
10		E