

# Role Description & Accountability Profile



The Platform Project is a not-for-profit organisation that strives to create a generation of young entrepreneurs by helping young people thrive through experiencing young enterprise as an everyday way of life. Everything that we do holds this mission at its heart, so all of the roles that we have, whether employed, voluntary or associate, are focused on achieving this goal. This role description and accountability profile has been provided to help provide some clarity around how the below role can contribute towards that aim, but as the organisation grows, we aim for the roles and the people in them to evolve with us, so this document is to be used for general guidance only.

<b>Role Name:</b>	<b>#iDare Project Manager</b>
<b>Hours:</b>	Time commitment of: - 9.30-1.30 (4 hrs) every Saturday morning to run the youth magazine session. - 2 hours flexible every week development and coordination work. - With potential for the hours to increase as the project grows and more funding is secured.
<b>Hourly Rate:</b>	£15ph @ 6hrs pw = £90 per week (initially) fixed term contract to 31 <sup>st</sup> Dec 2020
<b>Salary:</b>	£4,680pa actual annual pay / equivalent to £29,000 FTE
<b>Reporting To:</b>	The Managing Director

## Core Purpose & Key Activities:

The #iDare youth issues magazine is a ground-breaking youth led social enterprise that gives young people a voice in Swindon and beyond. It has been running for 12 months and currently has a team of around 15 young people attending every Saturday morning. The magazine is run entirely by the youth team, with them deciding what gets written about, who they want to interview, writing the content, managing the social media and marketing, and managing the blog based website. Due to the project growth, the team now needs someone to take over from the MD to 'manage' the Saturday sessions and coordinate the development activities for the project. The role will cover 2 main functions:

### 1) 'Managing' the weekly Saturday morning sessions

- Liaise with and coordinate cover the 4-6 volunteers who help support the youth team during the Saturday sessions, ensuring there are enough people to support the team each week.
- Set up and pack down each session, ensuring that access to the building can be gained 30 minutes before the session start time (10.00am) and clear everything away after the session finishes (13.00pm) so that the facility can be used for other youth projects afterwards.
- Assist the youth team to manage the sessions, coordinate activity, and allocate volunteers to meet participants needs and interests, ensuring that the team are able to balance fun and productivity and achieve their end of month publishing goal.
- Hold a short end of session debrief with all volunteers to discuss and record any questions, needs and safeguarding concerns (full training will be given).
- Report any safeguarding concerns to the main Youth Worker.
- Support the youth team participants where necessary to complete their magazine content.

### 2) Project Coordination & Development

- Follow up on content related actions, such as finding people the team want to interview and making arrangements to come in via email, checking on the progress of content for the months publication, and uploading videos to YouTube etc.
- At the end of the month, double check the content produced for corrections, brand consistency and referencing etc (the team usually complete their content to 90% completeness) and upload everything to the online publisher and website blog (full training provided).
- Seek and secure company contacts for potential advertising and sponsorship to help the project earn a low level of income and cover its running costs.
- This project has significant potential to grow and we are looking for someone who would like to take the lead and manage it as a 'company' in its own right, taking it to schools as an alternative curriculum service and a community outreach programme, so someone who has a vision for using experience based learning to develop young people and wants to carve an innovative career whilst growing with the project would be ideal.

<b>Essential</b>	<b>Desirable</b>
Fun, approachable, down to earth, and relatable for young people with a range of different needs and backgrounds.	Experience in working with young people
Able to maintain a goal oriented focus whilst recognising the need to create a welcoming, inclusive and fun environment in the way those goals are achieved.	Experience in journalism, blogging, website management etc

Able to build genuine peer to peer based rapport with young people who often struggle with adults and authority.	Experience in managing projects
Passionate about supporting organisations with a social impact	Experience in securing advertising / sponsorship
Interested in developing innovative solutions that help young people thrive	A strong network of contacts with local businesses and professionals who could work with the project in some way (sponsorship / volunteering / interviews etc).
Highly organised and able to manage multiple activities and priorities concurrently	