



Swindon Youth Voice

Project Manager: Job Description

Salary: £27,000 to £29,500

Hours: 35 hours/week

Work Location: hybrid (minimum 2 days a week in the office)

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 5 June 2023, 9AM

Interviews will be held on Wednesday 28th June

About the project

Funded by the National Lottery, Swindon Youth Voice has a vision of a fair and equal society, where young people are integrated, listened to, and valued.

The project will develop and run regular activity groups in Swindon, where young people connect, grow, and share.

The project will be overseen by a steering group made up of representatives from Swindon's various youth service providers - this group will also promote communication and collaboration between these organisations, ensuring that the project responds to gaps whilst avoiding duplication of existing services.

Running alongside the activity groups and steering group, a forum for young people will help develop the project and give feedback and direction to other 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.

Project aims

- 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 group.
- To provide the youth voice for planners and providers looking to develop and improve services.

Job purpose

To take a lead in setting up, delivering, and reporting on the Youth Voice project.

Key responsibilities

- Work with the project delivery partners to create an offer for young people to upskill and improve the wellbeing of participants.
- To create a framework for young people to have meaningful opportunities to speak out and share their opinions on issue that matter to them.
- Organise, lead and facilitate a regular Project Delivery Group meeting to plan, review and reflect on the projects progress. Setting the agenda, taking minutes and following up on actions.
- Work with our project evaluation consultant and other partners to set up and implement a system to monitor and report on sessions delivered.
- Work with VAS team and project partners to create and implement a targeted marketing plan to raise awareness of project and recruit project participants.
- 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.
- Develop and share relevant policies & procedures with all project delivery partners.
- Organise, lead and facilitate a Project Steering Committee. Setting the agenda, taking minutes and following up on actions.
- Ensure systems are in place for youth voice to be channelled to and heard by the appropriate people and organisations.

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

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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, members of the public, young people, and anyone with an interest in the project	E
3	The 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 & a passion to enable young people to develop skills and confidence	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	Strong working knowledge of Microsoft Office	D