

## Job Description

<b>Title:</b>	Local Project Co-ordinator (Co-operative College)
<b>Role Cluster and level:</b>	Cluster 2: Technical Specialist Level A
<b>Hours per week:</b>	5 days a week (fixed term contract, 2 years) ↗
<b>Reporting to:</b>	Programme Manager: UK
<b>Location:</b>	Edinburgh, Scotland
<b>Additional Information:</b>	Requirement to travel regionally, with occasional travel to Manchester.

### Main purpose of job role:

To actively co-ordinate, organise and support the regional delivery of our UK projects including Co-operative (Ad)Venture and the Together Enterprise. Primarily by leading “co-operative enterprise” training and identifying ongoing opportunities for groups of young people.

### Key tasks and responsibilities:

1. To deliver training to young people through adapting existing Co-operative College toolkits, supported by the Programme Manager.
2. To liaise directly with our partner organisations, to ensure young people’s needs are met and sessions run smoothly.
3. To develop links with the local co-operative and local business community to identify mentors and work placements.
4. Work with the partner organisations to identify suitable employment, training or educational opportunities for young people after the conclusion of the projects.

### Additional responsibilities:

5. To uphold personal standards and integrity appropriate to the role.
6. To participate in the College’s Staff Professional Development Review process.
7. To seek ongoing improvements within own area of responsibility.
8. To comply with College Financial Regulations, Safeguarding Policies and Health and Safety at Work policies and procedures.
9. To comply with and maintain the College’s quality systems.
10. To comply with the College Equal Opportunities policies and procedures.
11. To maintain a flexible and team working approach and perform such other duties as may be required.
12. To be flexible to take on any other task that may be relevant to the role.

## Personal Specification: Knowledge and Skills

### Essential

- Ability to manage multiple priorities and programme activities
- Experience of public speaking and/or delivering workshops
- A commitment to supporting young people and adults achieve better outcomes
- Excellent verbal and written communication, interpersonal and organisational skills

### Desirable

- Experience of training with diverse audiences
- Ability to generate creative content
- A qualification in business or a related subject, and are able to demonstrate a good understanding co-operative enterprises-
- An understanding of the UK co-operative movement

## Personal Specification: Behaviour

### Approach

- Self-motivated
- Initiative
- Confident
- Compassionate
- Collaborative

### Delivery

- Flexibility
- Passion for Performance
- Analytical Thinking
- Entrepreneurial Thinking

### Relationships

- Personal Impact
- Communication
- Networking
- Collaborative

*The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect the changing circumstances.*

**Job description prepared by:**

Gemma Obeng

**Date:**

15<sup>th</sup> January 2019