**Job Description**

**Job Title: Attainment Co-ordinator**

**Place of Work: Fuse Youth Café Glasgow**

**Salary: £22,000 p.a**

**Hours: Full time 35 hours**

**Pension: 3% contributory**

**Contract: 18 months**

**Responsible to Chief Operations Officer**

The overall aim of the project is to deliver a programme of services to target and support young people in the east end of Glasgow who are under-achieving by raising and recognising achievement and creating opportunities.

**Job Role:** 

Working across the Fuse programmes you will ensure that each participant is matched to an award, has a PDP where appropriate accreditation folders are kept up to date with all evidence captured and support young people to overcome barriers to participation and learning.

**Funding:**

We fully expect it to be extended as it is key role within the organisation.

**The aim is:**

* To develop and inspire young people

**The Outcomes are:**

* Improved access to accredited training and learning
* Increased employability and employment options
* Increased leadership and mentoring

**Main duties and responsibilities:**

* Support and develop strategies and programmes which will enhance a young person’s skills and aspirations
* Support the development of programmes and partnerships in line with the overall aim of Fuse
* Develop effective relationships with all relevant staff and agencies
* Actively research and keep up to date with current Scottish government reports and strategies on young people with regards to achievement and attainment
* Accurately collate service user information and maintain records
* Produce timely project reports when requested to meet agreed deadlines
* Participate in regular supervision and appraisal reviews with line Manager
* To participate in staff training and development
* Any other duties as requested by your Line Manager for the benefit of Fuse

**Person Specification**

**Essential**

* Working knowledge of Youth Achievement awards
* Strong organisational skills
* Strong communication skills
* Skills in effective and efficient time management
* Proven ability to work with young people
* Previous experience of working of developing partnerships
* Ability to act in a calm and professional manner
* Strong management skills offering ability to effect change and evaluate results
* Ability to effectively manage a wide array of tasks, projects and responsibilities
* IT literacy
* Ability to learn from experience

**Desirable**

* Working knowledge of Community Achievement awards
* Experience of making funding applications
* Understanding of and commitment to the voluntary sector