



Job Description – Programme Coordinator

Salary: £28,000 Pro-rata
Contract: 12 month contract with the view to extend subject to funding
Hours: Part-time 30hrs per week (0.8 FTE contract). Days and times negotiable
Location: Home-based with some travel for meetings, events and climbing sessions. Most suited to people located in Central Scotland to be close to the core staff team.
Reports to: Programme Manager

Summary and Main Purpose

Urban Uprising improves the life chances of disadvantaged young people using rock climbing. Our programmes deliver physical, social and personal development, and gives the young people access to highly trained positive role models through our coaches.

We give young people who wouldn't normally have the chance an opportunity to experience the transformational personal change that rock climbing can bring.

We work in Glasgow, Edinburgh, Aberdeen, Cambridge and Bristol, and partner with local youth organisations to reach young people experiencing disadvantage, often from deprived communities. We also partner with climbing centres who provide instructors and entry at a reduced cost.

As Programme Coordinator, you will work alongside the Programme Manager in developing the charity and managing the delivery of quality climbing programmes for young people. This will be done in partnership with local youth charities and schools, climbing centres and volunteers. You will be skilled in project management and partnership working, have great communication skills and be motivated to help young people reach their full potential.

Our vision:

A society where all young people are empowered with essential life skills through engaging with diverse experiences to create a positive future for themselves.

Our mission:

In partnership with climbing centres and committed volunteer role models, we exist to give young people diverse experiences, empowering them to improve their own life chances. Climbing creates a progressive safe space where young people can consistently take risks to develop confidence and other key life skills.

Our values:

- **Empowering:** Aspirational and empowering approach
- **Inspiring:** Inspiring within safe boundaries
- **Challenging:** Our activities will always have a physical and mentally challenging nature
- **Supporting:** peer-on-peer support, adult/instructor to YP support
- **Connected:** Connected and sensitive to local youth culture

Role and Responsibilities

Programme Coordination:

- Engage with youth charities and schools we have previously worked with and create new partnerships to run our programmes with groups of young people that come from these youth charities and schools.
- Take ownership on the management and delivery of a set number of Urban Uprising's programmes, coordinating between the partner youth organisations, climbing centres and volunteers.
- Ensure the climbing instructors we hire are suitable for our groups and aware of the outcomes we are aiming for.
- Attend the first and last session of each programme (block of sessions) you are responsible for (that is reasonable to travel to) to ensure a smooth beginning and conclusion, and that evaluation data is obtained.
- Collect evaluation data at various stages of our climbing programmes and contribute to the annual impact report.
- Manage the administrative work associated with coordinating the programmes you are responsible for, including maintaining accurate records in Google Drive, Trello, Airtable, Nationbuilder and other platforms.
- Manage a pool of existing and new volunteers.
- Contribute to strategically recruiting new volunteers.
- Conduct online and face to face induction sessions for volunteers with the Programme Manager.
- Manage PVG and DBS process with volunteers.
- Manage booking volunteers into training, including child protection, first aid, FUNdas and more.
- Manage volunteer community building and bonding together with the Programme Manager, including in person social events and online engagement.
- Maintain existing relationships with climbing centres and create new partnerships.
- Work in partnership with other organisations, such as national climbing bodies, to maximise benefit to young people.

General Duties:

- Contribute to the planning and development of the charity.
- Manage ambassador engagement with a set number of our ambassadors.
- Contribute to engagement with climbing walls (outside of booking sessions with them) such as, developing pathways for young people, fundraising projects, social gatherings and positive PR projects.
- Take the lead on certain community fundraising campaign projects and also support the Programme Manager on other community fundraising campaign projects.
- Contribute to merchandise development and sales projects with the Programme Manager with the option of taking the lead on certain projects if suitable.
- Contribute to corporate engagement with the Programme Manager with the option of taking the lead on certain projects if suitable.
- Contribute to communications with our volunteers and supporters including drafting emails and providing content to use on social media.
- Ensure all work undertaken focuses on the mission of Urban Uprising and the approach taken meets Urban Uprising's values.
- Ensure Urban Uprising's policies and procedures are being adhered to.

Person Specification

Skills and Attributes

- Highly organised and enjoys working as part of a small ambitious team.
- Passionate about Urban Uprising's aspirations and enjoys adventurous activities.
- Ability to build successful relationships with workmates, partners in the community, volunteers and young people.
- Able to work largely unsupervised on a day-to-day basis, organise own time well, prioritise own workload and use own initiative with proven ability to do this.
- Ability to deal with complexity and manage uncertainty.
- Excellent verbal and written communication skills.
- Ability to organise and manage events.
- Competent in use of digital tools to help manage work with ability to learn and use new software platforms.
- Motivated to grow and upskill in the role as the charity grows.
- Demonstrates a can-do attitude, willing to go the extra mile.
- Willingness to travel and to be flexible about hours of work (Time Off in Lieu is provided and travel expenses covered).

Experience

Essential

- Project management.
- Partnership working.
- Working with young people and/or community-based work.
- Supporting volunteers.

Desirable

- Working in the not-for-profit sector.
- Working from home.

Knowledge

Essential

- Awareness of good practice when providing support to vulnerable young people.
- Understanding of the benefits of climbing and physical exercise.
- Understanding of the not-for-profit sector and what it is like to work within a small charity.

Desirable

- Qualification in Project Management, Youth Work, Community Development, Community Education, Outdoor Education or other associated fields.
- Climbing instructor qualification (CWI/SPA or similar).

How to Apply

Please submit a CV along with a covering letter demonstrating how you meet the Person Specification criteria for the role to ben@urbanuprising.org. Include two referees. If you have any queries regarding the role or the application process, please email ben@urbanuprising.org.

Additional Information

Urban Uprising is an Equal Opportunities employer. We provide full induction, training and ongoing support for our staff. Many perks for employees come from the partnerships we have with climbing centres and national climbing bodies.

If successful, we will complete a child protection safeguarding check with you as part of the recruitment process, as the role will require engaging with children.