

**PROJECT CO-ORDINATOR JOB DESCRIPTION**

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| **REPORTS TO** | **CONTRACT TYPE** |
| Chief Executive Officer | Fixed-Term Contract (until 31st August 2024) working 30 hours per week |
| **PLACE OF WORK** | **REQUIREMENTS** |
| Kirkcaldy YMCA HQ, Gallatown Hub, Schools and Community Locations | The post holder will be subject to a Basic Disclosure Check |
| **ROLE PURPOSE** | |
| The Project Co-Ordinator (Mentoring) will manage a small team of Youth Work Mentors, based in two secondary schools in Kirkcaldy.  In partnership with the schools, you will deliver a programme to engage and support vulnerable young people to increase their ability to sustain their attendance and improve their life chances through one-to-one mentoring support.  This role includes the management, planning and delivery of our “Active Kids” holiday programme which Kirkcaldy YMCA runs during school holidays at Easter, Summer, and October breaks. The Active Kids programme supports children aged 5-14 who are referred by agencies such as social work due to a number of risk factors. | |
| **DELIVERABLES** | |
| **VISION AND MISSION**  Kirkcaldy YMCA exists to provide and support quality programmes aimed at physical, social, mental and spiritual development, especially in young people, to enable their development and growth, wholeness and maturity in Christ and contribution to the broader community. We operate as a vibrant community hub from our HQ premises in Hendry Road and from our new Gallatown Community Hub Facility in Oswald Road.  We provide housing support through our accommodation unit and residential properties as well as delivering outreach work to the wider community.  We offer a wide-ranging programme of activities all year round through our dedicated staff teams, sessional employees, and volunteers.  Our programmes a delivered predominantly through grant funding and our success comes from our long-term relationships with our stakeholders and beneficiaries alongside our excellent knowledge and insight and understanding of the needs of our local community.  **JOB ACTIVITIES AND RESPONSIBILITIES**   * Establish and sustain links with staff from the local secondary schools. * Support and supervise a small team of Youth Work Mentors over two secondary school sites. * Build and sustain supportive, helpful relationships with young people whilst raising issues and concerns where appropriate. * Develop, organise, and run a range of learning and participative opportunities for young people which supports them to maintain attendance and the ability to cope with school. * Support the Chief Executive Officer towards achieving successful outcomes of the project which includes maintaining records, evaluations, and monthly project reports. * Ensure appropriate policies are implemented within both the In-Sync and Active Kids Programmes, i.e: Health & Safety; Child Protection and GDPR. * Work within all systems and procedures for local schools. * Assist and support the other members of the team, contributing to meetings, problem solving, project planning and performance reviews. * Identify own training and support needs. * Work as part of the Kirkcaldy YMCA staff team, attending meetings and team events. * Uphold the Associations mission, values and ethos while maintaining an ethical approach to its social responsibilities and sustainability. * Undertaking of other such duties (appropriate to the role) may be required from time to time. This may include working out with normal working patterns and possibly including some weekends. | |
| **PREFERRED SKILLS AND QUALIFICATIONS** | |
| * **ANY OF THE FOLLOWING QUALIFICATIONS:**   Ready for Youth Work Skills SVQ Level 3  Health & Social Care Qualification  Childhood Studies Qualification  **OR**  3 years or more of relevant experience in Mentoring or Youth Work.   * Positive attitude and approach and the ability to work well in a team. * Knowledge of IT software including Microsoft and other packages. * Experience of leading a team and working well with others. | |