



Job Description & Person Specification

Post: Programme Co-ordinator
Organisation: The Urban Fox Programme
Location: Glasgow
Hours: 35 hours per week (includes evenings and weekends)
Salary: £28,000
Term: 3 years – funded via Glasgow Communities Fund

GENERAL	
Purpose	<ul style="list-style-type: none"> To provide a varied youth-led programme of activities and learning & development opportunities for young people. To oversee and develop the Programme's Youth Volunteering Programme.
Reporting to	Programme Manager
KEY AIMS AND RESPONSILITIES	
Key Duties	<ul style="list-style-type: none"> Co-ordinate and support the Youth Programme offered by the using a person-centred approach. Oversee and develop the organisation's Youth Volunteering Programme. Support continued development of staff and volunteers. Represent The Urban Fox Programme at relevant youth structures, partner meetings and events – providing support where appropriate. Liaise with relevant services and agencies to form meaningful partnerships to ensure young people have a voice and learning & development opportunities. Regular and accurate update of the Upshot Monitoring and Evaluation System, thus ensuring service user information/relevant data is readily available as evidence when required. Provide regular support/supervision sessions and appraisal reviews for staff team and volunteers. Develop and oversee budget planning and processes. Liaise with and support the Programme Manager with funding applications to ensure continuous service provision.
Additional Responsibilities	<ul style="list-style-type: none"> Participate in in-house team events and any identified training. Maintain professional and personal development to meet the changing demands of the role. Other tasks as required by the Programme Manager to meet the needs of the organisation.

JOB AND PERSON SPECIFICATION	
Essential knowledge/ experience and skills.	<ul style="list-style-type: none"> Relevant Youthwork qualifications/equivalents or extensive experience Proven track record of working effectively with young people. Sound knowledge and experience of partnership working with external agencies to ensure the best opportunities for our

	<p>participants.</p> <ul style="list-style-type: none"> • Experience of designing and delivering youth work activities. • Understanding of the Voluntary Sector. • Knowledge of youth work processes and practice. • Knowledge of the issues affecting young people. • Understanding of and commitment to Equalities. • Sound IT skills including social media. • Good report writing skills.
Desirable Skills/ Experience	<ul style="list-style-type: none"> • Full Driving Licence • Knowledge of Monitoring and Evaluation Programmes
Personal Qualities	<ul style="list-style-type: none"> • A genuine interest in working with vulnerable young people. • Ability to communicate at all levels effectively. • Good observational and analytical skills. • Ability to motivate and enthuse the most disengaged young person. • Personal commitment to making activities equally accessible and appropriate to the diverse needs of young people. • Approachable and non-judgemental • Ability to work under pressure. • Ability to work autonomously and as part of a team. • Ability to work flexibly and proactively. •
Training and Development	<ul style="list-style-type: none"> • Willingness to undertake training and supervision, as required.

As duties and responsibilities change, the job description will be reviewed and amended in consultation with the postholder.