

## Programme Co-ordinator

### Job Description



Peeblesshire Youth Trust provides support to young people throughout Tweeddale to build confidence and self-esteem. We work closely with the 8 local primary schools to identify children who would benefit from our services, and with Peebles High School to ensure we continue to make a difference following transition to high school. We host 'Achieve Your Potential' workshops during the year, as well as regular fun group activities for all of our young people. We train and support volunteer mentors to deliver one-to-one mentoring with our young people. Our vision is to nurture, support, engage and encourage 10-14 year olds to build resilience and help them to achieve their potential.

The Project Co-ordinator works closely with the Programme Manager who provides line management oversight and support to the Project Co-ordinator. Both positions are overseen by the PYT Board of Trustees, who are responsible for the overall governance and management of the charity.

The following covers the main aspects of the work to be undertaken by the Project Co-ordinator. Throughout the year it may be necessary to adapt these jobs to reflect the needs of our young people.

#### **Achieve Your Potential workshops**

To manage, administer and organise all aspects of the Achieve Your Potential (AYP) programme with particular focus on the following;

- liaison with Primary Schools to ensure referrals.
- management of the referral process.
- facilitation of all practical aspects of the programme from 'hall bookings' to equipment to transport for children.
- delivery and ongoing development of the programme.
- to work with the Programme Manager to ensure each AYP session is evaluated.
- to work with the Programme Manager to ensure suitable numbers of appropriate volunteers are engaged for the programme.
- to liaise with the Programme Manager to agree suitable mentor matches for children moving on to the mentoring programme.
- to facilitate the transition from AYP to mentor support for children and arrange meetings between mentors and parents.

## **Working with our Mentors**

Our volunteer mentors are at the core of the work that we do in offering ongoing support to young people. The Project Co-ordinator has responsibility to:

- recruit new mentors, in conjunction with the Programme Manager, ensuring relevant procedures are followed.
- be the main point of contact for mentors.
- identify, arrange and deliver appropriate training for mentors in conjunction with the Programme Manager.
- meet with all the mentors individually three times a year (minimum) to support them in their work.
- ensure that the mentors are aware of our policies and procedures especially with regards to child protection.

## **Creating, Managing and Storing of Records**

PYT works with children and therefore our storage and management of information is essential. Our processes must be robust, secure, transparent and meet statutory regulations. The Project Co-ordinator has responsibility for:

- keeping all mentor/mentee records up to date with appropriate information and contact details, and storing those records in line with GDPR and our Record Keeping policy.
- ensure that mentors complete all appropriate paperwork before and after meeting with their mentee.
- take responsibility for the PVG and reference process with appropriate support from the Programme Manager who will be the lead signatory for the PVG process
- liaise with schools to ensure that the mentee information is up to date, and store this information securely.

## **Peer Mentoring/S6 Buddy Up at PHS/ Confidence Conquerors at PHS**

PYT also work with Peebles High School to deliver our 'S6 Buddy Up' and 'Confidence Conquerors' programmes. We aim to recruit approximately 30 S6 pupils who we train to be buddies for the new S1 pupils. Our new confidence programme will be delivered to smaller groups of both S1 and S2 pupils to assist with resilience, forming relationships and helping young people engage with the school community.

The role of the Project Co-ordinator will be:

- to liaise with Peebles High School staff to ensure the programmes operate effectively each year.
- to meet up with pupils to introduce the programmes and to review progress.
- to work with the Programme Manager to ensure evaluation takes place.
- to liaise with nominated school staff to ensure effective support for the programmes.
- to run appropriate training and activity sessions for the programmes.
- to develop the programmes year-on-year taking account of any learnings.
- co-deliver our Confidence Conquerors programme.

## **Other Activities**

As part of their role, the Project Co-ordinator is also required to:

- work with the Programme Manager to organise events for the young people (and mentors); this will be approximately 12 sessions during the year, normally in the evening or at weekends.
- support the Programme Manager in fundraising events, and any other events throughout the year.
- attend Board meetings when relevant, these are bi-monthly in the evening.
- attend any training that is identified as required for development of the role.
- assist the Programme Manager in the formulation of reports for funders, and new funding bids.
- any other activity that may be deemed necessary by the Board, within the confines of the role outlined above.

## **Key Skills and Knowledge**

### **Essential**

Excellent people skills, able to engage with a wide diversity of individuals, including statutory bodies, children, mentors and volunteers.

Presentation skills - ability to present information to groups of adults and children in a clear and concise way, relevant to the audience.

An understanding of mentoring - its role, benefits and rewards in working with children.

Demonstrable administration skills.

Great time management skills and the ability to juggle multiple tasks.

Excellent IT skills, including Word, Excel and PowerPoint.

### **Desirable**

A knowledge and awareness of child protection procedures and the experience of implementing procedures in your role.

Experience of working with other statutory agencies, including health, education and social care.

Background knowledge of children development.

A knowledge of child friendly methodology in programme planning.