



## JOB DESCRIPTION: PROJECT COORDINATOR

**Job Purpose:** To support the delivery of the Lottery funded Quest Buster project, within the terms of the business plan, the budget requirements and the outcome targets.

The Project Coordinator will work with young people with additional needs (aged 6-17) and their family members, supporting the young persons' social and leisure opportunities and increasing their social networks.

The Project Coordinator will work as part of a team, working with young people who live in Monmouthshire, the MAGIC parent network and the Building Bridges Project.

**Reporting to:** Disability & Inclusion Project Manager

**Hours:** 18.75 hours a week

**Salary:** £12,500 pro-rata (£25,000 full time equivalent)

**Holiday Entitlement:** 22 days' annual leave plus bank holidays, pro-rated to reflect fixed term contract.

**Duration of post:** Fixed term contract until 31<sup>st</sup> March 2024 - Extension dependant on reoccurring funding

### Duties and responsibilities:

1. To work in partnership with Building Bridges and the MAGIC parent and carer group to plan and direct the project.
2. Identify the families requiring the service within the county and consult with these families' in order to provide the most appropriate, sustainable and best suited activities and events.
3. To plan, organise, run and manage regular groups and one off activities or support the MAGIC group to do this.
4. To liaise with the wider existing Building Bridges Project, working in partnership with the team to evaluate and identify need within the local community.
5. To identify new links and maintain existing links with services and people to develop the project aims and outcomes.
6. To establish oversee social media / a website for the project
7. To establish and maintain a project management committee
8. To recruit and support volunteers contributing to the project
9. To build up knowledge and expertise on what opportunities are available for young people aged 6-17 year olds in Monmouthshire, liaising with the local authority, existing volunteer groups and community groups.
10. To collect and monitor the data required and report this to funders, committee members, Building Bridges and MAGIC, in line with the Lottery guidance provided.
11. To provide information and guidance on the Quest Busters project to young people, families, community groups and professionals within the county.
12. To identify your own training and development needs and take action to meet these needs.
13. To maintain up to date knowledge of regulations and statutory responsibilities in relation to disabled children/young adults.

14. To ensure that principles of equality, diversity and accessibility are incorporated into all project activities.
15. To maintain safe working practices for self and others, in accordance with Bridges Community Centre's Health and Safety policy.
16. To undertake any other duties that may reasonably be requested by the Building Bridges Project Manager.

## **PERSON SPECIFICATION**

### **1. Essential requirements** (To be evidenced by qualifications, application and previous experience)

- Experience of organising / running groups or activities for young people.
- Knowledge of safeguarding children and vulnerable young people
- Experience of working with children /young people with disabilities or additional needs
- Experience of working across agencies such as education, housing, leisure, health services and how to access support for families.
- Experience of working in a person/family centred way, working to the strengths of individuals.
- Experience of dealing with complex situations where emotions are running high
- Experience of accommodating the communication and support needs of individuals
- Excellent communication skills – oral and written
- Ability to engage and gain trust/confidence with children/ young adults/families through the project
- Excellent recording skills
- Flexibility in relation to working hours and days
- Ability to work as part of a team
- Ability to work on own initiative
- IT literacy
- Current driving licence and access to a car

### **2. Desirable requirements** (To be evidenced by qualifications, application and previous experience)

- Recognised professional qualification and/or equivalent in health/social care or voluntary sector e.g. social work, education, community/youth work, careers guidance.
- Developed IT skills – Microsoft Office Applications
- Sign language skills
- Welsh language skills
- Knowledge of services across Monmouthshire.
- Knowledge/experience the Lottery system

### **Application process:**

Please complete the **Application form** for all roles on the 'opportunities' section of our website – <http://www.bridgescentre.org.uk/> and send to [Amy.McDougall@bridgescentre.org.uk](mailto:Amy.McDougall@bridgescentre.org.uk) or by post to Amy McDougall, Drybridge House, Monmouth, NP25 5AS.

**Application deadline:** Friday 8<sup>th</sup> April 2022

**Shortlisting on:** Wednesday 13<sup>th</sup> April 2022

**Interview date:** Week commencing 25<sup>th</sup> April 2022

**Start date:** ASAP

*Please note it is not our policy to provide feedback to candidates who have not been shortlisted for interview.*