

Job Description

Project Coordinator

Service:	Fuelling Ambitions Creatively Together
Responsible to:	Project Lead / Chief Executive
Salary range:	NJC spinal column points 27-31
Normal hours of work:	21 hours per week, Monday to Friday
Holiday entitlement:	28 working days [pro rata for part-time hours]
Principal place of work:	Innovation Forum, 51 Frederick Road, Salford (but working across the City of Salford)
Contract length:	for a fixed term expiring on 31 August, 2019, with a possible 12-month extension

Job summary – main purpose of the post:

To co-ordinate activity, to support each participating school to deliver the project with relevant partners and stakeholders. To monitor and report on performance and to contribute to project development.

Main duties:

1. Engaging People and Organisations

- Engage with young people, and other local people, ensuring ease of access to targeted population groups.
- Engage with relevant community organisations.
- Engage with local industries/businesses, especially 'anchor institutions' and in industries most likely to grow locally.

2. Supporting Schools

- Map each school's existing strengths and challenges with regard to employability and enterprise, for both young people and teachers.
- Complete a partnership agreement with each school to ensure that deliverables and outcomes are clear and agreed.
- Work with each school to develop an internal delivery team, including a school leader, relevant curriculum staff and pastoral support.
- Support each school to identify 10-15 young people to participate in the project.
- Support each school to actively engage with the project by ensuring they can access all the industry/business encounters and understand the role of school staff as a positive contributor to outcomes.
- Enable each school to develop industry/business links that are sustainable outside of the project.

3. Partnering with Organisations

- Act as an advocate and ambassador for the project, working in partnership with the local authority's Careers and Enterprise Co-ordinator, Business Team and Skills and Work Board, to engage and recruit industries/businesses.

- Work with the local authority's Careers and Enterprise Co-ordinator to support industries/businesses to develop tangible engagement opportunities for participants and wider school population.
- Work closely with the 0-25 Integrated Advisory Board and the Youth Council to ensure the principles and priorities of Learning for Life and the Learning City are embedded into project delivery.

4. Co-ordinating Project

- Co-ordinate project team activity, setting tasks and key deliverables.
- Attend and support monthly project steering group meetings, reporting on progress and outcomes, and escalating any risks or concerns to senior staff and commissioners.
- Support the co-ordination and delivery of hackathons (industry insight encounters) between local growth industries and young people.
- Co-ordinate and/or deliver a range of activities that contribute to the project's overall aims and objectives.
- Promote and embed the principles of 'Learning for Life' and a Learning City into all aspects of project delivery.

5. Monitoring and Reporting

- Establish appropriate monthly performance and progress monitoring procedures, including qualitative and quantitative measures.
- Provide quarterly performance reports to the commissioner outlining activities, key performance indicators and outcomes achieved.
- Gather and collate a variety of evidence at the start and end of project to show distance travelled by the young people.
- Gather and collate ongoing feedback from all stakeholders, including young people, schools, and industries/businesses.
- Produce an annual report at the end of the academic year to assess impact on young people, school staff and industries/businesses directly involved in the project.

6. Developing Marketing and Sustainability

- Create content and publicise relevant information about the project through relevant digital platforms and channels.
- Support efforts to secure future funding that enables the project and the shared learning to be extended.
- Develop a sustainability plan with each school, the project participants and other relevant partners and stakeholders.

General work-related expectations – for all staff.

1. Work within the organisation's mission and values.
2. Contribute to organisational planning and development.
3. Work in accordance with all policies and procedures of the organisation.
4. Work in accordance with all relevant legislation.
5. Contribute to the organisation's marketing and publicity.
6. Undergo regular supervision and an annual appraisal.
7. Identify and do learning and development, as appropriate.
8. Undertake any other duties appropriate to the post, as required.

Person Specification

Project Coordinator

Requirements	Essential/ Desirable	Method of Assessment
1. Skills and competencies		
(a) Strong ability to identify and map strengths and assets in the commercial, social and statutory sectors	E	A / I / E
(b) Strong ability to create relationships and work in partnership with people across commercial, social and statutory sectors	E	A / I
(c) Strong ability to value, motivate and support others, both individually and as a team, to meet tight deadlines	E	A / I
(d) Strong problem-solving and decision-making skills	E	A / I / E
(e) Strong project and planning skills, including for risk management	E	A / I / E
(f) Good skills in accurate monitoring, analysis, review and reporting of performance	E	A / I
(g) Excellent communication skills in English – written, verbal and listening	E	A / I / E
(h) Strong ability to influence, persuade and negotiate, including to manage conflict	E	A / I
(i) Good information management and presentation skills	E	A / I / E
(j) Good information technology skills, including for social media	E	A / I / T
2. Knowledge – type and depth		
(a) Good knowledge of safeguarding and promoting the welfare of children and young people	E	A / I
(b) Good knowledge of issues relating to young people and their families in disadvantaged communities	E	A / I / E
(c) Good knowledge of Salford, its communities and the contexts in which they live	D	A / I
(d) Good knowledge of the priorities and motivations of secondary schools	D	A / I
(e) Good knowledge of the priorities and motivations of industries/businesses	D	A / I

Requirements	Essential/ Desirable	Method of Assessment
3. Learning and development – <i>type and depth</i>		
(a) Good record of ongoing personal development and learning	E	A / I
(b) Commitment to further learning and personal development	E	A / I
4. Experience – <i>quality and relevance</i>		
(a) Track record of delivering to targets and outcomes within specified timescales	E	A / I
(b) Proven experience of working with young people in areas of deprivation	D	A / I / E
(c) Proven experience of working with industries/businesses	D	A / I / E
(d) Proven experience of working with voluntary, community and social enterprise organisations	D	A / I / E
5. Personal qualities and circumstances – <i>essential and directly relevant to post</i>		
(a) Strong affinity with the mission and values of the organisation	E	A / I
(b) Awareness of own strengths and weaknesses, with good time management skills	E	A / I
(c) Resilience in the face of challenging circumstances	E	A / I
(d) Comfortable working alone, using own initiative and self-motivation	E	A / I
(e) Personal commitment to equity and diversity across society	E	A / I
(f) Ability to travel easily around the City of Salford	E	A / I
(g) Willingness to work occasional unsocial hours (such as evening or weekend)	E	A / I

A = application form
 E = exercise
 I = interview
 T = test