



## Job Description

**Organisation:** Lancashire Youth Challenge

**Post:** Project Co-ordinator/Facilitator

**Salary:** £19266 (pro rata 25 hours per week) Three Year Fixed Term contract

**Responsible to:** Lancashire Youth Challenge Trustees

**Responsible for:** Freelance Practitioners, Youth Mentors, Trainees

**Company Base:** Lancaster CVS, Cornerstone, Sulyard Street, Lancaster

## Purpose of Role

Lancashire Youth Challenge is an emerging charity who aspires to produce life enhancing and at times life changing opportunities for young people. We have secured investment to support a three year activity programme. This exciting role will coordinate and facilitate the three year programme of innovative creative and physical challenges for vulnerable young people across Lancashire; with a specific focus on young people who are 'looked after' and 'at risk'. This role is pivotal in making a huge difference to hundreds of young peoples' lives and will be an exceptionally rewarding position.

## Main Duties & Responsibilities

- To liaise with community leaders and recruit young people to the Lancashire Youth Challenge programme
- To create and coordinate personal development and learning plans for each young participant and to ensure appropriate signposting and exit strategies for young people completing the programme
- To represent Lancashire Youth Challenge at local and regional meetings and events
- To coordinate weekly delivery of the Lancashire Youth Challenge Programme to include weekly physical training and 'My Future Selfie' Programme

- To recruit and manage all freelance practitioners, youth mentors and apprentices
- To manage the Lancashire Youth Challenge Annual Budget and ensure financial scrutiny and governance
- To prepare and present monthly financial and progress reports for Trustees
- To accurately complete all statistical monitoring and evaluation reports for funders in a timely manner
- To recruit Youth Mentors and a P/T Apprentice
- To liaise with national agency to define and facilitate an appropriate and viable apprenticeship programme in year two and three of the programme
- To secure a minimum of £10K funding and investment per year

The post holder will be required to complete an advanced DBS Disclosure

### Person Specification

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>KNOWLEDGE, QUALIFICATIONS &amp; TRAINING</b>	<p>At least 3 years experience of working professionally with and for young people</p> <p>Proven commitment to own educational development</p> <p>Youth, Community or Social Work training</p> <p>Awareness of the issues and challenges associated with engaging with young people and harder to reach groups</p> <p>Understanding of and commitment to equality and diversity</p> <p>Relevant and current Vulnerable Adult and Child Protection issues</p>	<p>Under graduate Degree in Youth Work or Community Work</p> <p>Experience of mentoring and training</p>
<b>SKILLS / ABILITIES</b>	<p>A proven commitment to with young people</p> <p>Committed motivation and leadership skills</p>	<p>Ability to bring persistence, enthusiasm, resilience and creativity to working with 'clients'</p>

	<p>Understanding of the educational, employment and social care needs of young people and 'harder to reach' groups</p> <p>Excellent communication and networking skills with colleagues and partners</p> <p>Ability to build rapport to motivate and build confidence with individuals and groups, particularly with young people</p> <p>Ability to bring people and agencies together, and to identify and make connections</p> <p>Project management and administrative skills</p> <p>Advocacy and mediation skills in representing young people and harder to reach groups to other people</p> <p>Excellent organisational skills in managing budgets, schedules and deadlines</p> <p>Excellent accountancy and Budget Management</p> <p>Report writing skills</p> <p>Presentation skills</p> <p>IT skills including Outlook, Word and Excel; Database skills; Internet skills</p>	
<p><b>BEHAVIOURS &amp; ATTRIBUTES</b></p>	<p>Awareness and experience of Equal Opportunities</p> <p>Proven commitment to Child Protection</p> <p>Commitment to transparent practice, confidentiality and fidelity</p> <p>Ability to work flexible hours that will include evening and weekend work</p>	