**PROVAN HALL COMMUNITY MANAGEMENT TRUST**

**JOB DESCRIPTION**

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| **Job title: Youth Programme Coordinator** |
| **Salary: £24000.00 (pro rata)** |
| **Work pattern: 14 hours per week. 6 month externally funded contract (any extension dependant on further funding).**  |
| **Job purpose:** |
|  Provan Hall Community Management Trust have been awarded a grant by the National Lottery Community Fund Awards for All. The grant enables us to focus a programme of engagement with young people aged 8 – 18 across Easterhouse, Glasgow. The postholder will coordinate a programme of activities for young people to inspire enthusiasm and participation in heritage learning, conservation and creative arts at Provan Hall. The postholder will further develop our current connections with local youth groups and initiate new ones across the wider area. The role will include coordinating with our project partners, liaising with freelance professionals, staff and supervising volunteers.  |
| **Main duties and responsibilities:**  |
| Young People Audience* Continue developing our connections with youth organisations across Easterhouse and initiate working partnerships with others.
* Coordinate and at times, deliver heritage, creative and conservation activities for young people at Provan Hall and offsite as outreach activities.
* Establish activities and events that target identified community and young peoples needs.
* Assist in designing engaging, inclusive participatory activities which allow and encourage people who do not normally get involved to take part in initiatives.

Partnership working* Liaise with our project partners to coordinate a programme of activity.
* Arrange freelance engagements to deliver a programme of activity for young people.

Admin* Report on progress of project and programmes to line manager.
* Establish and implement an evaluation procedure for all youth engagement programmes for this project.
* Liaise with operations and facilities staff for organising visits to Provan Hall
* Ensure health and safety for all planned activities.

Volunteer management * Supervise project volunteers on a day to day basis.
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| **Relationships:** |
| External* Act as advocate for Provan Hall Community Management Trust
* Project partners
* Contractors/freelance professionals
* Youth group organisations
* Young People

Internal * Report directly to the Operations Officer
* Maintain positive relationships with staff and volunteers
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| Working Schedule |
| 14 hours per week. Times may vary according to activity schedule. General working hours during weekdays 9am – 5pm with evening and weekend working required depending on activity schedule.  |
| Disclosure |
| The role requires regulated work with protected groups and requires an acceptable membership of the PVG Disclosure Scotland scheme.  |

**PERSON SPECIFICATION**

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| **Job title: Engagement Assistant** |
|  | **Essential** | **Desirable**  |
| **Qualifications, Education and Training** |  |  |
| Qualification or training or equivalent experience in community education, youth work or heritage/arts community engagement, or any relevant qualification/training/equivalent experience.  | X |  |
| **Knowledge and Experience** |  |  |
| Experience in working with the public | x |  |
| Knowledge of cultural/ heritage context |  | X |
| Experience of working with young people | X |  |
| Experience in planning and delivering a programme of events and activities to maximise engagement and visitor numbers | X |  |
| Knowledge of relevant health and safety requirements |  | X |
| Experience of working across different sectors and developing links with other agencies |  | X |
| **Skills** |  |  |
| Excellent interpersonal and communication skills | X |  |
| Ability to work with young people of various ages and abilities, changing communication styles and activities to meet differing needs.  | X |  |
| Ability to work flexibly to changing organisational requirements.  | X |  |
| Ability to manage workload with completing priorities | X |  |
| Ability to work unsupervised and on own initiative | X |  |
| Values |  |  |
| A belief in the value of providing excellent customer service  | X |  |
| A commitment to ensuring the local community understands and values its local heritage | X |  |