**PROVAN HALL COMMUNITY MANAGEMENT TRUST**

**We're hiring!**

**Youth Programme Coordinator**

**Salary: £25,500.00 pro rata**

**Work pattern: 14 hours per week, 9 month contract, externally funded contract**

**About Provan Hall:**

**Provan Hall is an A listed medieval building located in Auchinlea Park, which sits at the heart of Easterhouse. The building has undergone a £2m restoration by Glasgow City Council that will safeguard this important heritage asset as a new hub for heritage learning and engagement, and a visitor gateway to the Seven Lochs Wetland Park.**

**Following its restoration, Provan Hall is managed and operated by the Provan Hall Community Management Trust. The aim of the Trust is to engage and inspire local people to value and take part in caring for their local heritage. We aim to provide opportunities that connect local people and visitors to Provan Hall through inclusive and creative means of heritage interpretation and activities.**

**Provan Hall Community Management Trust were awarded a grant by the National Lottery Community Awards for All fund to initiate a youth programme at Provan Hall. Following on from the success of this project, we have been awarded a grant by The Graham Trust and The Robertson Trust. These grant enables us to focus a programme of engagement with young people aged 5 – 24 across Easterhouse, Glasgow. The postholder will coordinate a programme of activities for young people to inspire enthusiasm and develop participation in our organisation. The post holder will further develop our current connections with local youth groups and initiate new ones across the wider area, furthering young people’s involvement in Provan Hall and our organisation. The role will include coordinating with our project partners, developing youth forums, liaising with freelance professionals, staff and supervising volunteers. This is a maternity leave post initially covering 9 months of maternity leave but may extend to 12 months.**

**Role profile and application form available on the links below.**

**To apply:**

**Completed application forms can be sent to info@provanhall.org. The deadline for applying is Sunday 5th May.**

**If you would like to discuss the role or have any questions, please contact** [**info@provanhall.org**](mailto:info@provanhall.org)

**JOB DESCRIPTION**

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| **Job title: Youth Programme Coordinator** |
| **Salary: £24000.00 (pro rata)** |
| **Work pattern: 14 hours per week. 9 month externally funded contract** |
| **Job purpose:** |
| Provan Hall Community Management Trust have been awarded a grant by The Graham Trust and The Roberston Trust. The postholder will coordinate a programme of activities for young people to inspire enthusiasm and develop participation in our organisation. The post holder will further develop our current connections with local youth groups and initiate new ones across the wider area, furthering young people’s involvement in Provan Hall and our organisation. The role will include coordinating with our project partners, developing youth forums, 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 youth forums which facilitate young people to express their views and influence our planning and programming at Provan Hall. * Assist in designing engaging, inclusive participatory activities which allow and encourage people who do not normally get involved to take part in initiatives. * Work with our community engagement and volunteer coordinator to establish youth volunteering opportunities.   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. |
| **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 Provan Hall Manager * Project liaison with community engagement and volunteer coordinator * Supervise volunteers on a day to day basis * Maintain positive relationships with staff and volunteers |
| 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 |
| Experience of working with volunteers |  | 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 competing 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 |  |