

## **JOB DESCRIPTION/PERSON SPECIFICATION**

### **Project Coordinator (Ventoring Team)**

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|------------------------|---|
| <b>Responsible to:</b> | Operations Manager  |
| <b>Salary:</b>         | £25,000 to £29,000  |
| <b>Working hours:</b>  | 35 hours  |
| <b>Annual leave:</b>   | 24 days (accruing a day a year up to maximum of 28 days) plus Bank Holidays |
| <b>Office base:</b>    | Central Office (Main base), based P/T in locality where appropriate         |
| <b>Contract Type:</b>  | Permanent   |

WWM Board of Trustees may award Cost of Living salary increases annually, however it is at their discretion

### **ORGANISATIONAL BACKGROUND**

Working With Men (WWM) is a national charity, founded in 1988. The last decade has seen a dramatic expansion of policy and practice initiatives, continuing to focus our work on services for men and boys around key issues such as fatherhood, under-achievement, health, employment, violence, education and relationships. The central office provides the support functions with a variety of projects based in the localities they serve. For more information see our website, [www.workingwithmen.org.uk](http://www.workingwithmen.org.uk)

### **ORGANISATIONAL VISION AND VALUES**

Our vision is that boys and men who are marginalised and excluded should receive good quality services enabling them to play a full and constructive role in their communities and society.

We aim to identify unmet need among marginalised and excluded boys and men, demonstrate how the need can be met, and influence mainstream services to start to address and meet the need. We believe that diversity needs to be welcomed and developed and that people who use our service should contribute to the development and dissemination of it. We value our strength as an efficient, flexible and innovative organisation and believe in partnership work to achieve our ends.

### **MAIN PURPOSE(S) OF POST**

As a project coordinator, you will be responsible for delivering a range of services supporting WWM conflict and transitional work with boys and young men. The post holder will support the Operations Manager with formulating a strategy for developing this work across localities, in line with WWM's vision, mission and values and Business Plan. A key element will be to support new developments, identify best practice in conflict management work and embed these in current services.

## **KEY RESPONSIBILITIES**

1. Through local outreach work and close liaison with primary and secondary schools, including Pupil Referral Units target and engage boys who are at transition stage and at risk of exclusion and disengaging with mainstream services.
2. Through a range of innovative approaches, including individual mentoring and group work to work with these boys to:
  - increase their life chances (educationally, and socially)
  - increase their sense of belonging (to society generally)
  - increase their confidence in themselves and their abilities
  - improve their aspirations and expectations of life
3. Work with other projects to take a coordinated approach in engaging with and supporting these boys
4. Work in partnership with other relevant practitioners and agencies as appropriate to raise awareness of issues that lead to conflict in a range of settings including, transition stages, racism, gang culture.
5. Develop and maintain sound working relationships with key statutory and voluntary organisations with the aim of developing joint working, sustainability and to embed the service in the area
6. Support development and delivery of further innovative projects with marginalised boys and young men in line with WWM's Business plan.
7. Ensure all services reflect inclusivity and diversity
8. To keep accurate written records of sessions in line with open access procedures
9. Promote the services locally with relevant professionals, agencies and service users
10. Consult with the young people to ensure their views are heard and that they inform the development of the services.
12. Provide regular progress reports on the work as requested by line management
13. To contribute from direct practice experience to the formulation of best practice models for WWM's outreach approach in working with marginalised young men.
14. Comply with WWM's monitoring and evaluation processes to ensure that all outcomes for the work is effective.
15. Represent WWM in a range of settings as appropriate
16. To carry out other related duties as may from time to time be required to fulfil the mission of WWM

## **STANDARD CLAUSES**

17. To personally prepare for and attend annual appraisals and supervision with your line manager
18. To work within all of WWM 's policies and procedures
19. To act at all times in the interests of WWM.
20. This role will require satisfactory DBS clearance.

## **PERSON SPECIFICATION**

**We require the post holder to be able to demonstrate all the person specification and competencies listed below to a high level. We will be looking for evidence of all these areas during the selection process.**

### **1. Qualifications**

None essential / Youth Work or similar qualification desirable

### **2. Experience**

- 2.1 Experience of working across one or more of the following areas: education, youth work, criminal justice,
- 2.2 Experience of working with boys and young men marginalised and excluded, and involved in a range of anti social behaviour, including, criminal behaviour, knife crime and gang culture and across different ages and ethnicities
- 2.3 Experience of targeting and engaging marginalised boys and young men on the street
- 2.4 Experience of setting up mentoring and group work services with boys in an educational and/or community setting
- 2.5 Experience of monitoring and evaluating the work
- 2.6 Experience of working in a multi agency and a team setting
- 2.7 Experience of working with diverse communities, including those that are disadvantaged and marginalised
- 2.8 Experience of promoting diversity, inclusion and equal opportunity practices

### **3. Knowledge**

- 3.1 Knowledge of the needs of marginalised boys and young men(NEET)
- 3.2 An understanding of gender and race issues
- 3.3 Knowledge of the Children's Act, Education legislation, youth offending and youth justice agendas, , community safety and other policies/government guidance relating to marginalised boys and young men.
- 3.4 Understanding of the Third Sector environment and context
- 3.5 Knowledge of education, training and employment issues with relevance to boys and young men
- 3.6 Knowledge of evaluation and monitoring systems
- 3.7 Understanding of client participation and service user involvement.

### **4. Personal attributes:**

- 4.1 Commitment to the vision, mission and values of WWM
- 4.2 Ability to work out of normal working hours
- 4.3 Ability to travel nationally if needed

**5. Competencies (these will be assessed as pertinent to a practitioner post)**

| <b>Direction</b>                            |  |
|---|--|
| Thinking & planning                         | Identifies project/service aims, anticipating future demands, opportunities and constraints. Able to work independently  |
| External Awareness                          | Reads trends, opportunities and threats across external environment. Understands how best to position services in relation to these.   |
| Drive to Deliver Results                    | Inner drive to deliver to high standards.  |
| <b>Communication</b>                        |  |
| Service delivery                            | Listens effectively, identifies service users needs, interacts well with service users, awareness of relevant services to signpost service users to.   |
| Planning                                    | Plans and develops projects and resources efficiently to deliver best maximum results  |
| Managing external relationships             | Externally connected: brokers & maintains a network of relationships & partnerships to support WWM's objectives  |
| <b>Working with Others</b>                  |  |
| Communication                               | Concise & persuasive orally and in writing with a wide range of audiences.   |
| Managing self and relationships with others | Develops and maintains positive working relationships, based on self-awareness and openness to making personal changes.  |
| Team working and co-operation               | Able to contribute effectively and constructively with the management team and wider teams.  |
| Influence                                   | Uses a range of methods and approaches for persuasion and achieves positive results.   |
| <b>Personal Contribution</b>                |  |
| Integrity                                   | Ability to maintain social, organisational and ethical values in all functions of the role. Recognises and values these in others. Actively promotes diversity in services provision and employment.                                     |
| Personal effectiveness                      | Confidence, adaptability and stamina to rise to new challenges and deliver results. Ability to plan and organise to manage multiple tasks and priorities. Takes responsibility for own continuous learning and professional development. |
| Using IT                                    | The ability to use IT systems to support the achievement of personal and collective work goals.  |
| Analytical thinking and judgement           | Focuses on key issues and principles and has a solution focused approach   |
| Creativity & Innovation                     | Ability to source and develop new ideas. Ability to practically implement new ideas to solve problems and bring about improvements to services and resources.  |
| Expertise                                   | Keeps up to date with latest practice developments. Applies expertise to realise competitive and professional advantage for WWM  |