



'Aspire' Project Co-Ordinator

Fixed-Term Contract to Cover Maternity Leave Commencing April 2019 for up to 10 months

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| Accountable To: | Church, Family and Community Development Worker |
| Hours of Work: | 22 hours per week (will require flexibility to meet the needs of the service) |
| Salary: | £13,158 p.a. |
| Location: | Skainos Centre, 239 Newtownards Road, Belfast |
| Leave: | 22 days plus 12 statutory days (pro-rata) |
| Pension: | National Employment Savings Trust (NEST) Pension Scheme |
| Probation: | Six months probationary period |
| Health Care: | An employee health care plan is available after successful completion of probationary period |
| Probation: | This post is subject to a 6 month probationary period |
| Date: | January 2019 |

Accountability:

The post-holder reports to the community outreach and development department of East Belfast Mission. In addition to youth and children's programming, the work of the department includes men's and women's groups, fitness activities, community advice and a community counselling service.

Aspire works with children affected by socio-economic disadvantage, providing a programme of homework support and creative arts projects. Through this programme Aspire aims to build self-belief, positive goals and coping skills. The project is attended by local children, including those who may need extra support developing these life skills due to anxiety, English as a second language, ADHD or ASD.

The project recently entered its fifth year and expanded to include children from P4 up to Y8. It includes a weekly meal for children and regular family events. Some evening work will be required for the role.

www.instagram.com/aspireprojectebm

The main purpose of the job is to develop, co-ordinate and deliver the homework club based at East Belfast Mission. The Aspire Project Co-Ordinator will work closely with the Aspire Project Worker and a team of volunteer mentors to maintain a creative and engaging programme of educational support.

Main Duties:

1. To develop and maintain a programme of educational support and mentoring (homework club) for local primary and secondary school students. (P4 – Y8).
2. To recruit, train, support and manage a team of 10 – 15 volunteer mentors to support young people in their learning.

3. To liaise with, and oversee, the Aspire Project Worker in the planning and development of a programme that meets the educational and social needs of children from East Belfast, and achieves target outcomes.
4. To work with parents of children involved with the project to ensure their involvement and support.
5. To liaise with other departments at EBM to ensure that the programme is adequately resourced.
6. To engage in monitoring and evaluation as necessary, including the completion of monthly reports, and monitoring reports for funding bodies.
7. To manage the project budget; Coordinating internal resources and third parties/vendors for the execution of the project. Ensure that the project is delivered on-time, within scope and within budget. Maintain clear and complete financial records.
8. To develop new ideas for fundraising and organise fundraising initiatives.
9. To identify and submit applications for funding that will continue and enhance the project.
10. To engage in monthly supervision meetings.
11. To act as a Designated Person, responsible for overseeing all matters relating to Child Protection.
12. To ensure EBM's procedures are adhered to regarding:
 - a. Health and Safety Regulations and Procedures
 - b. Safeguarding
13. To represent EBM at external functions as required.
14. To undertake any other reasonable duties within the post holder's capacity.

Person Specification:

Essential Criteria

1. A degree or equivalent level qualification in a relevant field.
2. Three years' experience in youth work, children's work or educational support work in a community setting.
3. Experience of planning and developing programmes for youth and/or children, in an educational and/or community context.
4. Experience working with youth and children in disadvantaged communities and/or the ability to demonstrate sound knowledge of the principles of youth and children's community work in disadvantaged areas.
5. Experience of managing staff and budgets.
6. Experience of supervising/attracting volunteers.

7. Experience of managing targets and outcomes.
8. Good working knowledge of good practice in child protection, safeguarding, and confidentiality.
9. Excellent interpersonal and communication skills, including written, verbal, and IT.
10. Innovative and creative.
11. A clear understanding of and willingness to work within the ethos of EBM.

Desirable Criteria

1. Experience in developing creative arts programmes for youth, children or adults.
2. Training and/or experience working with children with Autism Spectrum Disorder.
3. More than three-year's experience in community-based youth, children and/or educational support work.

Additional Notes

This position gives the post holder access to children and young people and will therefore be required to disclose details of any criminal convictions, including spent, bound-over orders and cautions in accordance with the Access NI Vetting and Barring Scheme and East Belfast Mission's Safeguarding Policy. An AccessNI check will be carried out, and in applying for this position, you are in agreement for the organisation to carry out this necessary check.

East Belfast Mission is an Equal Opportunities Employer

