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## **Job Description: South Bristol Youth Project Coordinator**

<b>Job Title:</b>	<b>Project Coordinator</b>
<b>Hours of Work:</b>	37 hours per week
<b>Contract:</b>	Permanent
<b>Salary:</b>	<b>£24,480 per annum</b>
<b>Responsible to:</b>	South Bristol Youth Senior Lead
<b>Liaising with:</b>	Young people, school link teachers, School SENCO; intervention managers; external agencies and suppliers, parents

### **Background**

This is a full-time, year-round role, coordinating the Unlocking Potential programme for South Bristol Youth. South Bristol Youth delivers educational programmes across the City of Bristol and beyond. A large proportion of the programmes take place away from schools at a wide variety of venues, and involve close liaison with a variety of stakeholders including school staff, young people and their parents/carers, and multiple external organisations. *Please note: South Bristol Youth does not operate from an office; when not delivering activities in schools and venues, staff are required to operate from home.*

The Unlocking Potential programme is designed to improve young peoples' confidence by gaining speaking, listening and communication skills through drama, film, performance and presentation activities.

### **Main purpose of the role**

- To deliver the South Bristol Youth (SBY) Unlocking Potential programme in partnership with SBY schools and external agencies.
- To create effective relationships and communication with staff in all SBY schools, ensuring the smooth coordination of the Unlocking Potential programme.



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- To fulfil a mentor role by providing group and one to one support to young people on the Unlocking Potential programme
- To contribute to other SBY programmes
- To create and manage large scale events to improve parental and community engagement
- To deliver Public Speaking Training to students across secondary schools (training will be provided)
- To gather feedback and other information for purposes of evaluation of the programme, and to contribute to the writing of the interim and final reports.

## **Duties & Responsibilities – Core Tasks**

### **Work with young People and their families by:**

1. Providing support and mentoring to pupils selected for the Unlocking Potential programme
2. Motivating Unlocking Potential students to help them achieve more than they ever thought possible
3. Setting challenging and demanding expectations and promoting self-esteem and independence in the young people involved in the Unlocking Potential programme
4. Encouraging young people to engage with other South Bristol Youth programmes and attend wider SBY events.

### **Working with Member Schools and Partner Organisations**

1. Working in partnership with link teachers in each SBY school to ensure the smooth running of the Unlocking Potential programme
2. Working in close partnership with Unlocking Potential partners (e.g. Bristol Old Vic Theatre, Ujima radio, Mshed) to ensure smooth management of each element of the programme during activities and planning
3. Working with school and SBY staff to improve the parental engagement of those on the Unlocking Potential programme.



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## **Organisational Responsibilities**

1. To organise the Unlocking Potential programme of activities for the 7 SBY schools
2. To coordinate the schedule of activities, the risk assessments and other relevant information
3. To introduce the Unlocking Programme to each cohort of students and their parents
4. To maintain comprehensive recordings of assessments in accordance with the SBY systems
5. To comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, freedom of information and complaints and report all concerns to the appropriate person
6. To be aware of and support difference and ensure equal opportunities for all
7. To provide qualitative & quantitative reports/case studies to the SBY governing board as and when required
8. To develop positive relationships, and to communicate and partner with other agencies, professionals and wider community organisations
9. To develop constructive relationships and liaison between managers, teaching staff, support staff and SBY staff
10. To participate in arrangements for further training & professional development as a Project Coordinator
11. Working with the SBY Senior Lead to disseminate findings and outcomes of the Unlocking Potential programme locally, regionally and nationally.



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**Person Specification for South Bristol Youth Unlocking Project Coordinator**

<b>QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Educated to minimum Level 3</b>	<b>X</b>	
<b>Degree Level Qualification</b>		<b>X</b>
<b>EXPERIENCE</b>		
<b>2 – 3 years’ experience of working with young people aged 11 – 16, although for an exceptional candidate this could be a good first post-graduate appointment</b>	<b>X</b>	
<b>Experience of working in a secondary school setting</b>		<b>X</b>
<b>SKILLS / ABILITIES / KNOWLEDGE</b>		
<b>An ability to communicate effectively with students, parents and external agencies and partners</b>	<b>X</b>	
<b>Ability to work autonomously and collaboratively as part of a team</b>	<b>X</b>	
<b>The ability to liaise with school staff and gain the confidence of school link teachers</b>	<b>X</b>	
<b>Ability to plan and manage large scale events in the local area, including using relevant communication tools</b>	<b>X</b>	
<b>Good ICT skills</b>	<b>X</b>	
<b>Ability to work flexibly</b>	<b>X</b>	
<b>Ability to find creative and imaginative solutions to problems</b>		<b>X</b>
<b>The ability to produce and contribute to detailed written evaluative reports of the programme</b>	<b>X</b>	
<b>Own vehicle and ability to drive to and from venues</b>	<b>X</b>	
<b>Excellent public speaking skills</b>	<b>X</b>	



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<b>ATTITUDES</b>		
<b>A commitment to and an enthusiasm for working with young people</b>	<b>X</b>	
<b>Adaptability and a professional approach to the responsibilities of the post</b>	<b>X</b>	
<b>An eagerness to gain experience, expertise and professional development through this position</b>	<b>X</b>	
<b>High levels of empathy</b>	<b>X</b>	
<b>REFERENCES</b>		
<b>Two fully supportive references one of which must be from your current or most recent employer</b>	<b>X</b>	
<b>Satisfactory Enhanced DBS Check and Barred List Check (for working with children)</b>	<b>X</b>	
<b>Excellent organization, time management, communication and interpersonal skills</b>	<b>X</b>	

South Bristol Youth is committed to safeguarding and promoting the welfare of children and young people: successful applicants must be willing to undergo an enhanced DBS check.

South Bristol Youth is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.