



COORDINATOR INFORMATION PACK

August 2022

Introduction

Dear Candidate

Thank you for your interest in joining Springboard as a Coordinator.

We're very proud of the work we do as a team to help young people and adults maximise their choices and opportunities. We place significant value on our participants and the people who work at Springboard to make it happen. And we're keen to realise even greater impact in the future.

We work alongside and support our participants as they navigate their development and are privileged to be part of their journey. We also value our staff who work at Springboard to make it happen.

We aim to realise even greater impact in the future, thanks to the trust placed in us by the agencies and organisations that support us.

In order for us to be able to create safe spaces, deliver needs-led learning, and build meaningful relationships that improve people's lives, we count on a highly motivated and committed staff team. That's where you come in!

The Coordinator will lead our Fusion+ programme. Working with Youth Support Workers you will work with young people aged 14-17

years to explore culture and traditions, meet other young people from different communities, undertake personal development and build citizenship through a social action project. You will coordinate the programme and lead delivery to ensure positive impact for our young people. You can find out a lot more about the role elsewhere in this document, and much more about the organisation on our website springboard-ops.org

We're as keen to develop our staff as we are the young people we support, so this role offers a great opportunity for personal development and growth.

Our values and our participants guide us in everything we do, so if you are as passionate as we are, about employing your skills to support young people, we would love to hear from you.

Angila Chada

Executive Director



Who are Springboard?

Springboard are changemakers, committed to building a society that develops and strengthens capacity, promotes citizenship, better values diversity and increases mutual appreciation across all people.

Over the past three decades we have remained focused in supporting young people and communities from areas facing disadvantage.

We are committed to:

- empowering people and communities and supporting growth where the future offers choices, opportunities, and advantages.
- supporting a re-invigorated sense of belonging and responsibility for where we all live.
- contributing to a society that is inclusive and values mutual understanding and diversity.



Making a difference and focusing on being the best we can be, in all we do, is the lifeblood of the organisation. We believe in always being ‘dynamic’ and responsive to changing needs and times.

We are now looking for a **Coordinator**, who will lead our successful Fusion+ programme for 14-17 year olds. The postholder will lead development, implementation and delivery and is responsible for staff management.

At Springboard we like to do things differently. People are at the heart of all we do. We measure our worth through the experiences of our participants. Our staff are committed and passionate in supporting positive change that lasts for the participant and community. As a Coordinator, you will join our team and be part of making a difference to the lives of our participants.



What we can offer you!

- a competitive salary at £29174 per annum (pro rata)
- 3% pension contribution
- childcare vouchers scheme
- paid comprehensive induction
- 25 days per year, plus 12 statutory days
- travel mileage
- laptop & mobile phone provision (if appropriate)
- wellbeing & development days
- support & supervision
- team meetings for shared learning & practice
- continuous professional development including non-managerial support and half day per week release for approved training
- organisation volunteer days, and
- an enjoyable workplace!

Job Description

Title:	Coordinator
Responsible to	Executive Director
Reports to	Deputy Director
Hours:	37.5 per week
Location:	Belfast
Duration:	1 st September 2022-31 st March 2023 (fixed term)

Main Responsibilities

- Accountable for quality programme implementation and participant development.
- Lead implementation of youth development approach in delivery, with co-design processes creating a genuine climate for participant engagement and clear role in design and delivery.
- Oversee and support marketing of programme and engagement, recruitment and selection of participants within agreed profile.
- Take lead in creating and fostering a climate which encourages positive growth and personal development in the participants.
- Lead design/delivery of development in line with agreed programme outcomes.
- Ensure effective participant recording systems and caseload management processes are in place.
- Undertake project and funder-related administrative duties and liaise with funders as required.

- Ensure implementation and completion of tasks to support achievement of OCN qualifications if needed.
- Build collaborative relationships with schools, relevant agencies and stakeholders, particularly those relevant to the programme context.
- Responsible for the induction, development, management and supervision (and non-managerial supervision) of staff team and individual members to ensure optimum support for them, the participants and quality implementation of activities.
- Lead team in carrying out activities of the programme, ensuring quality and adherence to funder conditions, operational requirements and Springboard approach.

Reporting

- Reports to and updates Deputy Director on a regular basis.

General Responsibilities

There are standard duties and responsibilities all employees irrespective of their role within Springboard are expected to be familiar with and adhere to:

- Treat everyone with courtesy and respect.
- Prepare for and participate in all individual and staff development activities.
- Attend regular training and development opportunities to maintain an up-to-date skills and knowledge.
- Participate fully in conferences, courses, meetings as required.
- Participate in development of innovative and alternative approaches to work with young people.
- To ensure confidentiality, always, only releasing confidential information obtained during the course of employment to those acting in an official capacity and in accordance with the provisions of Data Protection Act and amendments.
- Awareness of organisation objectives and provision and compliance with all procedures, policies, and regulations.
- Promote the aims and objectives of the organisation.
- Committed to and work within the code of conduct, mission, values, and objectives of Springboard.
- Carry out any other duties as required.

This job description is a broad picture of the job at the date of preparation. It is not exhaustive; the job holder will be expected to be flexible. It is recognised that jobs change and evolve over time and any necessary changes will be discussed with the job holder.

Person Specification

ESSENTIAL CRITERIA	
Educational and Professional Qualifications	<p>Holds a 3rd level qualification in Community / Youth Work or a related field or working towards qualification</p> <p>GCSE Maths and English OR Level Two Literacy & Numeracy or above</p>
Experience	<p>Three years' full-time experience of engaging and working with young people in a leadership role.</p> <p>Experience of leading and managing development programmes to support young people, including design and direct delivery of good relations / personal and social education / citizenship development.</p> <p>Experience and expertise in mentoring / one to one assessment & support with young people facing multiple/complex issues</p> <p>Experience of leading and managing a staff team and management, development, supervision of individual staff members.</p>
Skills, Abilities & Qualities	<p>Knowledge and understanding of the issues facing young people, particularly those who experience forms of marginalisation and social exclusion.</p> <p>An ability to undertake funder-related duties and work in a target driven environment.</p> <p>Excellent organisational and time management skills including planning and prioritisation of work. Ability to work on own initiative, be self-motivated, flexible and work under pressure.</p> <p>Computer literacy (use of Microsoft Outlook/Word) and good written and oral communication skills.</p> <p>Ability to maintain confidentiality</p> <p>Good team player.</p>
Other Factors	<p>Commitment to continuous development.</p> <p>Ability to work outside of normal hours on some occasions.</p>
DESIRABLE CRITERIA	
Other	<p>Current full driving licence and access to transport. Consideration will be given to alternative travelling proposals in respect of applicants with a disability.</p>



Applicants' please note

We reserve the right to heighten criteria based on demand. Further appointments may be made from this competition should Springboard positions become vacant which require the same eligibility criteria and have similar duties and responsibilities.

Springboard is an Equal Opportunities Employer

HOW TO APPLY

Please complete the application form and separate monitoring form and email to markhughes@springboard-ops.org

TIMELINE

Closing date for applications	Friday 12 th August 2022 at 4.00pm
Interviews	18 th August 2022



springboard
opportunities limited
DEVELOPING CAPACITY | VALUING DIVERSITY | BUILDING PEACE



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