



ROLE TITLE: Project Coordinator

RESPONSIBLE TO: Social Action Coordinator

LOCATION: Centurion House, 129 Deansgate, Manchester, M3 3WR

SALARY: 22,000 per annum (pro-rated)

Contract until 31st March 2022, 3 days (21 hours)

MAIN TASKS AND RESPONSIBILITIES

- Coordinate and deliver the Young Ambassadors programme and feedback work to the rest of the team and board
- Empower young people to make change in their communities
- Grow and strengthen local relationships with community, youth groups and young people
- Support the Social Action Coordinator in organising key Young Manchester events
- Coordinate Young Partner days and support the delivery of workshops and consultation
- Coordinate training and development of Young Ambassadors
- Deliver group and 1-1 sessions with Young Ambassadors
- Support Young Ambassadors to access leadership opportunities with a range of external partners
- Inform and solidify youth voice mechanisms within Young Manchester
- Ensure young people are involved in the grants delegation process
- Carrying out general administration tasks commensurate with the role and the needs of the organisation

ESSENTIAL CRITERIA

- Understanding of coordinating, supporting and recruiting of children and young people
- Good links with local community organisations
- Excellent verbal and written communication skills, able to engage and inspire a range of audiences, including children and young people
- Good time-management skills: ability to diarise, plan and organise events, prioritise activities and meet deadlines
- Ability to remain calm whilst working under pressure, dealing with a range of tasks simultaneously
- Good knowledge of how to engage children and young people in decision-making and governance structures in organisations
- Excellent understanding of the needs of children and young people, and direct experience of working with them to identify and address issues
- Proficient in MS Office applications including Outlook, Word, Excel and PowerPoint
- Ability to work on own initiative and as part of a team
- Promote equality and value diversity in all working relationships
- Willingness to travel across Manchester and occasionally further afield
- Able to work flexible hours to meet business needs including occasional late meetings