



Job Title: Programme Coordinator: Working with Young People

Location: City of Bristol /S. Glos /N. Somerset /B&NES

Salary: £30,661 per annum pro rata (£18,399.60 actual)

Hours of Work: 0.6FTE, 3 days per week

Contract: Fixed-term to end July 2025 (potential for extension subject to funding)

***Note:** the charity does not operate from an office; when not delivering activities in schools and venues, staff are required to operate from home.*

Reports to: SBY Senior Lead

Intended Interview Date: Monday 23 December 2024

About Us:

SBY is dedicated to delivering educational programmes that support young people across the City of Bristol and beyond. Our mission is to provide opportunities and support to youth from the most disadvantaged areas. We work closely with a variety of stakeholders including schools, parents, and external organisations to make a meaningful impact.

Role Overview:

The Programme Coordinator will play a pivotal role in the successful delivery and coordination of SBY's programmes. This includes working directly with young people, schools, and a wide range of partners to ensure smooth and effective programme operations.

Key Responsibilities:

- **Support and Mentorship:** Provide mentoring and support to Key Stage 2/3 students involved in SBY programmes.
- **Programme Delivery:** Collaborate with schools and external agencies to deliver our educational programmes.
- **Stakeholder Engagement:** Build and maintain strong relationships with school staff, parents, and community partners.
- **Event Management:** Organise and manage events aimed at increasing parental and community engagement.
- **Programme Evaluation:** Gather feedback, conduct evaluations, and contribute to interim and final reports.

**Duties Include:**

- Supporting and motivating students to achieve their potential.
- Encouraging parental and school engagement and participation in SBY events.
- Coordinating schedules, risk assessments, and relevant information for programme activities.
- Maintaining comprehensive records of programme evaluations.
- Ensuring compliance with policies on child protection, health and safety, confidentiality, and data protection.
- Developing qualitative and quantitative reports.
- Promoting equal opportunities and supporting diversity within the programmes.

What We're Looking For:**Qualifications:**

- Minimum Level 3 education (Degree or equivalent experience preferred).

Experience:

- 2-3 years working with young people (KS2/3 experience preferred, though exceptional recent graduates considered).
- Experience in a school setting is a plus.

Essential Skills:

- Strong understanding of KS2/3 education and school environments.
- Excellent communication skills with students, parents, and external partners.
- Ability to work both independently and as part of a team.
- Strong organisational and time management skills.
- Proficiency in ICT and social media platforms.
- Creative problem-solving abilities.
- Ability to produce detailed evaluation and written reports.
- Public speaking and event management skills.
- Valid driver's licence and own vehicle.

Essential Attitudes:

- Passionate about working with young people.
- Adaptable and professional.
- Eager to gain experience and pursue professional development.
- High levels of empathy and enthusiasm.



Why Join Us?

- **Impactful Work:** Make a real difference in the lives of young people.
- **Professional Growth:** Opportunities for training and professional development.
- **Dynamic Environment:** Collaborate with a diverse group of stakeholders.
- **Supportive Culture:** Join a team committed to equal opportunities and positive community impact.

Application Process:

SBY is committed to safeguarding and promoting the welfare of children and young people. Successful applicants will undergo an enhanced DBS check. We are an equal opportunities employer and welcome applications from all qualified candidates.

Applications must be fully supported by two references, one of which must be from your current or most recent employer.

Apply now to join us in making a difference!