



The Wilderness Foundation UK – Job Description

Job Title:	Project Co-Ordinator	Job Category:	Field & Office
Department/Group:	TurnAround	Job Code/ Req#:	
Location:	Chelmsford	Travel Required:	Yes
Salary :	£ t.b.a.	Position Type:	part time
HR Contact:	Richard Corby	Date posted:	
External posting URL:	www.wildernessfoundation.org.uk		
<p><u>Main Purpose of the Job :</u> To co-ordinate and manage the TurnAround 3 programme effectively and to ensure it is delivered on time and to agreed quality standards.</p>			
<p><u>Position in Organisation</u></p> <p>Reports to : The Project Director</p> <p>Responsible for : Primary relationship with students, families, agencies, volunteers, session workers.</p> <p>Main Relationships : Internal liaison with Project Director, Project Manager and other WF staff where appropriate. External liaison with students, facilitators, sub-contractors, service providers, partner organizations, consultants, mentors, researchers and networking contacts.</p>			
<p><u>Brief Description of TurnAround</u></p> <p>The aim of TurnAround is to help vulnerable young people in Mid and South Essex make positive life choices and overcome barriers to social inclusion & financial self sufficiency through a 12 month programme of wilderness trails, one-to one mentoring, skills workshops & activity days and work experience with local employers.</p>			
<p><u>Scope of the Job</u></p> <p>To take a major role in maximizing the outcomes of the programme by :</p> <ul style="list-style-type: none"> • Managing & co-ordinating designated aspects of TurnAround • Being a member of the TurnAround Management Team • Contributing to team and organization work • Maintaining appropriate records and databases • Providing quality control & assurance 			



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Duties & Key Responsibilities

1. To manage all designated aspects of the TurnAround programme, specifically :

- To pro-actively manage and co-ordinate the programme activities, acting as the central point of contact for all participants, sub-contractors, service providers, session workers and volunteers
- To actively manage and schedule training, project contracts, trails, events, workshops & activity days and personnel to ensure delivery of the programme in good time and to the agreed standard
- To Contribute to the Programme management and design
- To facilitate at activities, events, meetings and workshops as appropriate
- To ensure compliance with the Circle of Courage methodology
- To create, commission, write and co-ordinate accurate & timely reports on a monthly cycle
- To ensure consistent & accurate administration of the programme including maintaining databases & contact records, distributing invitations & information and workshop logistics such as booking venues

2. To assist development of the programme by :

- Identifying and pursuing suitable opportunities for the participants and the programme
- Initiating and attending meetings with potential sub-contractors & service providers
- Developing & writing programme proposals
- Attending events and making presentations as appropriate
- Developing training and skills enhancement for participants, volunteers & session workers
- Writing case studies to capture learning, use as training material and to promote the programme

3. Contribution to team & organization(WF) work by :

- Leading and managing by example to encourage participation of others
- Fostering a “can-do” culture by actively seeking solutions to problems
- Taking responsibility for aspects of the job requiring independent working
- Training relevant WF personnel, session workers & volunteers on aspects of the programme as necessary
- Contributing to developmental work in key strategy areas
- Maintaining the organizations ethics, policies & resources

4. General Responsibilities

- Actively contribute to the Organisation
- Assist in the development of policies, systems & protocols
- Operate within the Organisation’s policies & practices
- Be responsible for personal administration, paperwork, record keeping & filing



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N.B. This job description is for guidance and does not form part of the Contract of Employment. The duties described above may change with circumstances and/or a review and in consultation between the post holder and line manager.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	