



## The Wilderness Foundation UK – Person Profile

<b>Job Title:</b>	Project Co-Ordinator	<b>Job Category:</b>	Field & Office
<b>Department/Group:</b>	TurnAround	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Chelmsford	<b>Travel Required:</b>	Yes
<b>Salary :</b>	£ t.b.a.	<b>Position Type:</b>	part-time
<b>HR Contact:</b>	Richard Corby	<b>Date posted:</b>	
<b>External posting URL:</b>	<a href="http://www.wildernessfoundation.org.uk">www.wildernessfoundation.org.uk</a>		
<b><u>Main Purpose of the Job :</u></b>			
To co-ordinate and manage the TurnAround 3 programme and to ensure it is delivered on time and to agreed quality standards.			
<b><u>Position in Organisation</u></b>			
<b>Reports to :</b>	The Project Director		
<b>Responsible for :</b>	Primary relationship with students, families, agencies, volunteers, session workers.		
<b>Main Relationships :</b>	Internal liaison with Project Director, Project Manager and other WF staff where appropriate. External liaison with students, facilitators, sub-contractors, service providers, partner organizations, mentors, consultants, researchers and networking contacts.		
<b><u>Brief Description of TurnAround</u></b>			
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.			
<b><u>Scope of the Job</u></b>			
To take a major role in maximizing the outcomes of the programme by :			
<ul style="list-style-type: none"> <li>• Managing &amp; co-ordinating designated aspects of TurnAround</li> <li>• Being a member of the TurnAround Management Team</li> <li>• Contributing to team and organization work</li> <li>• Maintaining appropriate records and databases</li> <li>• Providing quality control &amp; assurance</li> </ul>			



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### General Skills & Abilities

The ideal candidate will have a blend of the following :

- Recent, relevant experience of working with disadvantaged young people or vulnerable adults
- Good logistics and organizational instincts
- Experience of team management
- Process management competence
- Excellent interpersonal & communications skills across age groups and at different levels
- Ability to analyse information and provide solutions
- Negotiating skills
- An affinity with Wilderness and outdoor activities
- A good level of physical fitness

### Specific Attributes :

i.e. what must you absolutely have to have to do this job ?

- Values & ethics that align with the Wilderness Foundation
- Understanding of health & safety, risk assessment and safeguarding procedures for children & young people
- CRB clearance at enhanced level (if not an application will be processed by WF)
- Appreciation & understanding of inter-cultural and inter-generational values
- Ability to maintain composure under pressure
- Resilience, flexibility and a positive ability to change
- A sense of humour
- Integrity & discretion
- Motivation

### Education / Experience / Professional Qualifications :

- A degree level education or a suitable blend of appropriate qualifications and experiences
- Experience of working with young people or vulnerable adults
- Interest in working in outdoor settings or on adventure based activities
- The ideal candidate would also have D of E assessor qualifications
- Experience of volunteering would be valuable



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### **Personality :**

Ideal personality traits are :

- Self Motivation
- Enthusiasm
- A positive attitude
- A team player
- A forward planner

### **Personal Situation :**

- Needs to be flexible as field work and weekend work will often be required, sometimes involving overnight or longer stays.
- Ideally a driver with own vehicle or access to reliable transport within easy reach of Chelmsford.
- In good health

### **Literacy & Numeracy / Professional Qualifications :**

- General knowledge of PC programmes (Word, Excel, Powerpoint) internet and e-mail required.
- Competency in report writing

### **Management Ability :**

- Ability to manage contracts with sub-contractors & service providers and give clear instructions to session workers and volunteers.
- Able to make decisions based on logic and factual evidence and to articulate the reasoning
- Able to perform and take responsibility as a member of a management team

**N.B. This profile is for guidance and does not form part of the Contract of Employment. The skills & abilities 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:	



## The Wilderness Foundation UK – Person Profile

Last Updated By:		Date/Time:	
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