



PROJECT COORDINATOR

The Wilderness Foundation UK is a small nature and conservation based charity providing a range of support services to vulnerable, disaffected and disengaged young people. The services we provide help to raise self-esteem, improve motivation, support lifelong learning and promote inclusion. You'll be joining at a critical time in our development as we seek to build on a promising foundation and make a difference, both in terms of conservation and the lives of young people. We offer a working environment that values staff, promotes improvement and is small enough to give you a real chance to influence and achieve.

The TurnAround projects target young people across the Essex and surrounding areas, aiming to help them re-engage back into the community or reduce their 'at risk' behaviours. They are referred to the project by social care, youth offending, schools and youth groups and are predominantly in the 14-19 age range and from a variety of backgrounds. TurnAround is an innovative intervention supporting individuals by utilising nature and wilderness trails as a catalyst for change, a more productive future and pathway into training, employment or further education.

The Project Coordinator will be responsible for the overall direction, coordination, implementation, execution, control, monitoring and evaluation of the TurnAround projects including overseeing volunteer mentors, partnership agreements, working effectively with key partners, keeping the project on schedule, under budget and gaining maximum exposure through effective dissemination of the projects impact.

This individual will have previous experience of managing youth workers, and rolling out support provision programmes. They should be able to communicate effectively with people at all levels, within the business and the community, and be driven to produce a highly efficient service.

Previous experience of supporting young people, including those at risk of offending, is essential, as is the ability to display empathy, patience and positive attitude at all times. Qualifications in Outdoor Education, Youth Work, Social Work or other relevant skills would enhance your application.

The Wilderness Foundation UK is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. An enhanced CRB check will be required for this post.

If you think you meet these requirements and are passionate about improving the outcomes for young people then we would welcome and encourage your interest.

If you have any questions relating to the post please call 01245 443073 or email info@wildernessfoundation.org.uk

The position will commence as soon as a suitable candidate is found and checks/references completed.

Please submit your CV and one page document explaining how you feel you best meet the set specifications.

Job Specification

- To be the lead on short and long terms projects for young people including residential wilderness trails
- To organise and deliver a monthly workshop programme
- To recruit and manage volunteer mentors to work with the young people
- To ensure that appropriate management information systems are developed and information is collected so that the work can be measured against the objectives/outcomes set out within the planning systems
- Commitment to the development of partnership and collaborative working with other organisations including the voluntary sector and schools
- To attend statutory meetings as an when required
- To be responsible for the implementation of offsite educational visits and journeys procedures and other health and safety guidelines related to onsite risk management.
- To advise managers and colleagues of priorities and developmental opportunities
- To develop accredited activity programmes
- To adhere to the Foundations Equal Opportunities policy in all aspects of service delivery

Person specification

- At least two years' experience of working with children or young people, including experience of working with groups
- Project and Volunteer management experience
- An interest and love of the outdoors
- Experience of delivering key working /life coaching/teaching/tutoring
- Experience of planning, monitoring and evaluation of service delivery to meet identified needs and involving young people in project planning and evaluation
- Understanding and experience of implementing Risk Assessment Procedures
- Understanding of issues attending the development of youth and community work locally and nationally
- Commitment to staff and personal development and its role in service delivery
- Ability to plan, make effective decisions, prioritise workloads and meet deadlines as required
- Ability to influence others, build strong relationships and manage boundaries
- Experience and success of bidding for external funding for youth and community work
- Understanding and commitment of Equal Opportunities
- Action orientated with a commitment to lifelong learning and achievement
- High level of inter-personal skills, which reflect the professional approach required for the management and delivery of youth and community work
- Higher level of oral and written communication skills and competent in application of ICT
- A team player
- Self motivated with ability to use own initiative
- Flexible in working patterns to accommodate some evenings and weekend working as required
- Ability to travel within the region