

Project Coordinator

Job Description and Personal Specification

Role:	Project Coordinator
Place of work:	Greater Manchester (Homebased)
Hours of work:	Full time, 37 hours per week
Salary/Grade	Operations – Team Leader
Reports to:	Operations Manager
Level of screening:	Enhanced DBS

Who we are

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. We call these our '3Ps'.

We achieve this in two ways. First we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

Where you fit in

As **Project Coordinator** you will oversee the planning, implementation, and evaluation of various programmes and projects aimed at empowering and engaging Young People in Greater Manchester. This role involves collaborating with other youth organisations, community groups, and stakeholders to deliver impactful projects that support youth development, leadership, education/employment, and social engagement.

The successful candidate will be responsible for managing project timelines, budgets, and resources while ensuring that the voices of Young People are heard and integrated into programme planning.

Main Duties & Accountabilities

- Work with the Operations Manager and other delivery partners in developing, organising, planning and delivering the projects you have been assigned to.
- Engage and build positive relationships with young people and their parent/carers to provide effective support on a one-to-one or group basis to achieve Project outcome targets.
- Implementing a Sessional staff recruitment strategy and ensure that local avenues for staff recruitment are also explored.
- Ensure project content is relevant to the local community and builds on existing relationships with partner individuals and organisations in order to provide young people with a quality experiences.
- To deliver within the regional budget by tracking spend and ensuring that finance procedures and processes are adhered to within the set timeline.
- Manage participant data to ensure that all records are up to date.
- Line management of the a sessional/casual staff team.

- Raise awareness of projects locally, ensuring the best use of local media and working with central teams to ensure a consistent message is broadcast and participate in publicity events promoting the project at local level and increasing the profile of Catch22.
- Deliver staff training to sessional staff.
- Develop and maintain productive working relationships with other colleagues to facilitate smooth running of the projects.
- Ensure all necessary and appropriate safeguarding, data handling, health & safety and other legal requirements are in place to protect participants and staff.
- To lead, direct, encourage and motivate staff to facilitate young people completing all phases of the projects.
- To work directly on the projects throughout the course of the year when require including evening and weekends.

What does good look like for this role?

- Excellent interpersonal skills to build relationships with community partners
- Recruit, assess and retain good sessional staff
- Target driven and self-led
- Drive forward new innovative ideas for young person
- Remaining in budget and generating ideas for efficiency
- Delivering an engaging and creative projects
- Ensuring that you meet all contract requirements within the required timeframe
- Passionate about supporting young people to meet their potential
- Clear understanding of Catch22 and its vision, mission and ethos

Organisational Relationships

- You will report directly to the Operations Manager.
- You will proactively work with other Catch22 colleagues and share best practice.
- Successful project delivery also relies on making good relationships with key organisations and individuals in the local area and you will be responsible for ensuring these partnerships work for them and for the projects.

Person Specification			
COMPETENCY	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> Educated to A Level or equivalent 	<ul style="list-style-type: none"> Professional qualification in a relevant discipline e.g. Youth and Community Work, Social Work, Education, Counselling, Health, or Sports 	
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of relevant youth policies, legislation and the wider youth agenda. Knowledge of developing and managing projects in the public, private or voluntary sectors. Demonstrated ability to incorporate and demonstrate an equal opportunities perspective in all areas of work, including race, disability, sexual orientation and gender 		
EXPERIENCE	<ul style="list-style-type: none"> Substantial experience of working directly with young people from a wide variety of backgrounds Experience of project management. Experience of leading the planning, delivery and evaluation of activities for and with young people. Experience of working in partnership with a variety of agencies to achieve agreed outcomes Experience of working in a residential setting with young people from a wide variety of backgrounds 	<ul style="list-style-type: none"> Experience of developing new contracts and development opportunities with commissioners and partners. Experience of project development and management in an inter-agency setting 	

	<ul style="list-style-type: none"> • Experience and understanding of Health and Safety, Safeguarding and data handling practices • Experience and understanding of the issues affecting young people at risk of social exclusion/offending • Experience of working with young people from a variety of ethnic groups cultural and social backgrounds 	<ul style="list-style-type: none"> • Knowledge of experiential learning and guided reflection techniques. • Experience of working locally within a large national project 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Strong communication skills, effective at all levels, both orally and in writing • Ability to use IT effectively • Ability to work on your own initiative to an agreed action plan • Ability to organise your own work routines effectively with a minimum of supervision and support • Ability to create and develop relationships with partner organisations, including educational establishments, youth organisations and those working with targeted groups • Ability to handle sensitive and confidential issues with tact and diplomacy 		
OTHER	<ul style="list-style-type: none"> • A high level of communication, interpersonal and commitment to the organisation and to their own personal and professional development • Commitment to diversity and implementing equal opportunities and anti-discriminatory practice 		

	<ul style="list-style-type: none">• Commitment to enabling children/young people and their families to participate and achieve their full potential		
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