



motherwell football club
community trust



Job Description

Creating Chances Co-Ordinator

17.5 hours per Week

Temporary Until May 2017

Salary: £19,500 (pro rata)

Main Purpose of the Job

To lead on the implementation of the Creating Chances project across the communities of Muirhouse, Craigneuk and North Motherwell. This will involve ensuring that activities are correctly targeted, are in line with the agreed work plan, that delivery is of a high quality, all monitoring and evaluation requirements are met and the project is delivered within budget.

To ensure the programme offers young people a range of opportunities which are inclusive, support community cohesion and personal development and which help reduce anti social behaviour.

Summary of Responsibilities and Personal Duties

Key Responsibilities

1. To be responsible for the co-ordination of the Creating Chances project ensuring activities are in line with project aims and objectives.
2. To work closely with partner organisations to maintain good relationships and collaborative working practices. This to include participating in the Creating Chances Steering group.
3. To devise ways of supporting the inclusion of those who are deemed at risk of getting involved with drugs, anti social behaviour, crime and school exclusion and working with partnership agencies as appropriate
4. To oversee project budgets, ensure spending is within budget.
5. To support delivery staff and volunteers ensuring they are suitably qualified, PVG checked, and adhere to health and safety and child protection issues, and work with relevant partner agencies to provide appropriate training for coaching staff.
6. To keep accurate records and registers to enable full completion of all monitoring and evaluation requirements of funding agencies.
7. To encourage young people's long term participation in activities through identifying progression routes and linking with partner agencies.
8. To deliver project sessions as required including sports coaching, and personal development modules.

9. To produce management reports as required.
10. To be aware of potential opportunities to develop activity in line with the strategic development of Creating Chances.

Personal Duties

1. To be well presented at all times and to wear the Motherwell Football Club uniform whilst on duty and presenting the project.
2. To positively promote equal opportunities and core values in all aspects of the post's responsibilities and duties.
3. To ensure that the safety of all participants, volunteers and staff is prioritised at all times.
4. Perform other duties as required which are considered relevant to the post and to the objectives of the Creating Chances Project.

PVG Membership

This post is considered as Regulated Work with vulnerable children and/or protected adults, as specified in the Protection of Vulnerable Groups (Scotland) Act 2007.

Person Specification

Operation Delivery Minimum 2 years experience in leading a service delivery team	Essential
Experience of working with hard to reach, disengaged young people	Essential
Experience of supervising individuals and teams	Essential
Development Experience of partnership working	Essential
Experience in writing reports	Desirable
Experience of managing budgets	Desirable
Qualifications SFA Level 1.3 on the Youth Pathway	Essential
Disclosure Check	Essential
Current Driving Licence	Essential
Equal Opportunities Able to demonstrate a commitment and understanding of the principles and issues relating to equal opportunities	Essential
Abilities and Skills Excellent communication skills at all levels	Essential
Effectively promote the project to attract media attention	Desirable
IT literate	
Circumstances Ability to work flexible hours including evening and weekends as required	Essential
Strong commitment to quality service delivery	Essential
Self motivated and a team player	Essential