**Project Coordinator (Able to Manage Programme) – 24 hrs per week fixed term until April 2019)**

**Up to £10.00 per hour (depending on experience)**

Wirral Youth Zone (part of the OnSide network) which opened in Birkenhead in April 2017 is attracting young people from across the borough and beyond through its fantastic facilities. The Youth Zone is a registered charity (no. 1163183 ) and provides positive activities and practical support, with the aim of enabling young people to make constructive use of their leisure time and raise their aspirations. The Youth Zone is open seven nights a week, at weekends and during school holidays and already has a membership of 6,000. To further enhance our work with young people we have received a grant to recruit and train volunteer mentors to deliver a money management programme through one to one sessions.

**The Role**

**A unique opportunity** **recruit and train volunteer mentors and then coordinate delivery of a 10-week money management programme to young people from across the Wirral.**

**A comprehensive role profile is available via our website but in particular, you will**:

* Promote the opportunity to potential volunteers using a variety of different methods.
* Recruit a diverse volunteer mentor team from across the Wirral.
* Train all volunteers to deliver the programme in an engaging, fun and effective way.
* Provide ongoing support, training and coaching to all volunteers both individually and in groups.
* Work with the Volunteer and Training Manager to ensure policies and processes are adhered to and updated on a regular basis.
* Coordinate the delivery of the programme.
* Work with the youth work team to match volunteer mentors to young people.
* Support the monitoring and evaluation of the programme and make necessary adjustments to ensure that we achieve the best outcomes for young people.
* Contribute to and support the recruitment, training, induction, development and retention of all volunteers within the Youth Zone
* Represent the Youth Zone within the community, make presentations and attend networking opportunities as appropriate.

**The Person**

We are looking for someone who can deliver on the young people’s aspirations and who:

* is a positive role model for young people who believes and recognises young people’s potential
* has positive and “can do” attitude
* takes responsibility for their own actions
* is committed to a culture of continuous improvement and subscribes to a “tonight’s better than last night” philosophy
* is willing to go the extra mile to ensure great provision for young people

Closing date for applications: **9am, 10th November 2017**

Interviews: **Interview and assessment day w/c 13th November**

**You will also be invited to a Youth panel interview**

For more information or an informal chat please contact Adam Mellor Head of Youth Work e: [adam.mellor@thehiveyouthzone.org](mailto:adam.mellor@thehiveyouthzone.org) or 07590 836 366

To apply and for more information, please go to the vacancy page on our website: <http://www.thehiveyouthzone.org/vacancies/>

**Application Process**

Please complete an application form and email to [mark.easdown@thehiveyouthzone.org](mailto:mark.easdown@thehiveyouthzone.org)

**together with a one page covering letter** setting out your reasons for applying for this position.  In addition, please provide the following information:

1. Details of your current or most recent remuneration package;

2. If you are currently employed, your notice period;

3. If you have at any time been convicted of a criminal offence, please provide the details in strict confidence.

**We request no contact from agencies.**

**Wirral Youth Zone is currently advertising a number of part time posts. Applications for more than one position for candidates wishing to be considered for full time work will be considered**

**Wirral Youth Zone are committed to the safeguarding of young people. This post is subject to an enhanced DBS check.**