**Projects & Partnership Coordinator (Permanent Post)**

**Up to £23,000 (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) which 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. The charity is growing and is delivering a number of externally funded projects, the largest of which, the Youth Investment Fund, funded by the Department for Digital, Culture, Media and Sport, administered by Big Lottery.

**The Role**

**A unique opportunity for an experienced coordinator to oversee the delivery, achievement of milestones, record keeping, budget, control, monitoring, evaluation and reporting for externally funded projects. The post holder will also develop robust and mutually beneficial partnerships with local public, private and primarily voluntary sector organisations in order to achieve by working together, better outcomes for young people.**

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

* Work collaboratively with Senior Managers and project delivery staff to ensure smooth running and success of projects
* Attend all necessary meetings with funders
* Maintain and record all necessary data and information on an ongoing basis
* Control and maintain of project budgets
* Highlight to Senior Managers any concerns or slippage in project delivery
* Lead on monitoring and evaluation to ensure a consistently high quality of work and to demonstrate the impact of the projects and the Youth Zone.
* To develop and manage robust partnerships with a wide range of organisations for the benefit of young people.
* To ensure detailed partnership agreements are in place which meet safeguarding and regulatory requirements as well as including clear and agreed aims, objectives and commitments
* To support collaborative project design, development and funding
* To meet and work with groups organisations proactively in response to identified needs and reactively in response to requests/approaches
* To work strategically with infrastructure organisations, consortia, local authority etc.

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

