

## **Al'Banaat Project**

### **Girls Youth Club Sessional Co-ordinator Job description**

<b>Hours of work:</b>	4.5 hours a week (term time only and sessional basis only)
<b>Rate of Pay:</b>	£10.00 an hour (pro-rata)
<b>Responsible to:</b>	Al-Nisaa Chair

#### **Summary of Project:**

Funding has been secured from Awards for All to run weekly out of school activities targeting young girls aged 8 years plus. The target group will primarily (but not exclusively) come from Arabian, African and South Asian ethnic backgrounds. Overall the project aims to reduce isolation. Promote interaction with different cultures and tackle sensitive cultural subjects.

#### **Roles and Responsibilities:**

1. Continuously advertise and promote the project to increase participation
2. Run weekly Girls Youth Club activities on Sundays 2pm-4pm
3. Set up/tidy up 15 minute before and after weekly activities
4. Utilise allocated 2 hours planning hours per week to plan weekly activities and workshops
5. Compile in advance 6 weeks of weekly activities to be delivered and seek approval of plan from line manger
6. Purchase necessary equipment to support and enhance in the delivery
7. Keep receipts and accurate record of expenditure budget
8. Carry out formal evaluation of activities delivered at end of each 6 week block and submit report to Al-Nisaa Management Committee
9. Advertise recruiting opportunities within the project

10. Working in conjunction with the YCA ARAB project workers recruit 2 volunteers to assist with the Al'Banaat project
11. Working in conjunction with the YCA ARAB project workers ID suitable training and support packages for volunteers
12. Work closely with the YCA youth worker to deliver joint projects and holiday play schemes
13. Compile 12 month programme of workshops that will tackle various sensitive topics, including: Female Genital Mutilation, Forced Marriages, Extremism, Racism, Bullying, body Images, Self-esteem, Honour Based Violence, Educational aspirations, Rights of the child and Good/Bad touching
14. Use various modes of delivering the above workshops including sourcing external speakers/delivery partners
15. Evaluate effectiveness of above workshops using various user led modes of evaluation (e.g. users compiling posters, plays etc)
16. Attend Al-Nisaa MC meetings to report on progress of project
17. Carry out final evaluation and report ready to submit to funders
18. Explore other funding streams to extend project further
19. Carry out any other work as required by the Al-Nisaa MC within working hours