



Job Title: Skills & Development Co-ordinator

Hours: Skills & Development Coordinator (Project) 22.5 hours per week at £10 per hour

Responsible to: CEO

Background information

The Yemeni Community Associations' main thrust is to actively encourage participation of the various members of the community to contribute to social change and thus improve their quality of life. The YCA works with individuals, families and communities to empower them to identify and voice health, social, environmental and economical issues affecting them.

The YCA has secured funding from the Big Lottery Fund - Reaching Communities, to enable disadvantaged communities in Sandwell to create a network of support to access adult learning, skills development and employment opportunities. This role will entail the successful candidate to run a project which will be successful in raising the skills, confidence and aspirations of local adults (in particular Arabic speaking adults) with the aim of reducing isolation from wider society to enable them to take more control of their lives.

We are looking to recruit a Skills & Development Coordinator who can work on their own initiative and assist the YCA to fulfil its obligation in meeting the outcomes and outputs as stipulated in the Big Lottery Fund – Reaching Communities.

The individual who is appointed must meet a certain criteria which includes experience of project management, good leadership skills and experience of working with voluntary and community groups in particular BME communities.

The worker's will be working in particular with the Arabic community and cultural awareness would be an advantage for this post.

We welcome applications from all parts of the community.

The YCA is an equal opportunities employer

Applicants will need to have 2 references and undergo Enhanced Disclosure & Barring Service Clearance.

For further information or an application pack please call **Chuti or Ahmed at the Yemeni Community Association on 0121 525 3909 or email at info@yca-sandwell.org.uk**

Closing date for applications is the close of business at **5.00pm on Tuesday 17th February 2015**

Registered charity number 1109403

This is a post which is funded by the Big Lottery.