



JOB DESCRIPTION

Job Title:	Skills & Development Project Manager
Hours:	22.5 hours per week - (Fixed Term until August 2018)
Rate of Pay:	£15 per hour
Responsible to:	The Chief Executive Officer

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 economic 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.

Job Summary:

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 the wider society to enable them to take more control of their lives.

Therefore the successful candidate will be required to 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.

Main Duties & Responsibilities

- To create and co-ordinate a volunteering programme, that would enable the creation of a network of peer support mentors, "buddies", who will support adults to access a range of learning, skills development and employment opportunities.
- To recruit , train and co-ordinate the delivery of volunteers to become buddies

- To hold weekly/bi weekly team meetings with the volunteer “buddies” to enable effective feedback mechanism.
- To carry out a midway and end of project evaluation using a range of identifiable suitable methods to carry out the evaluation aiming to answer the “self -evaluation key questions” as stipulated in the funding application.
- To complete and collect required monitoring information and data output/outcomes as part of the project and YCA’s monitoring requirement.
- To complete comprehensive reports within a timely manner as and when stipulated by the funding organisation.
- Provide the Business Development Manager with the necessary information and assistance to enable set YCA reports to be compiled, completed and submitted on a quarterly basis.
- To work closely with the YCA’s management team to ensure the financial control of budgets and outputs for the project are being met.
- To be willing to undertake training as deemed necessary to fulfil the role.

Other Duties Include:

- Provide appropriate cover in absence of other members of the YCA team
- To demonstrate a commitment and understanding to the organisation, vulnerable adults, child
- Protection, confidentiality and equal opportunities policies.
- To carry out all duties in line with the YCA’s policies and procedures
- At all times undertake work in a safe manner, as not to endanger self or others
- To undertake such other duties as may be required to achieve the YCA’s objectives and workload
 - e.g.
 - Handle telephone calls
 - Take room hire/ conference bookings
 - Carry out general administration duties
 - Customer Services
 - Prepare/tidy up training rooms.



PERSONNEL SPECIFICATION

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Criteria	Method of Assessment
<p>Experience and qualifications</p> <p>Essential</p> <ul style="list-style-type: none"> o Two years' working experience in training and skills development within a community setting o One year's experience of delivering training. o Experience of administration processes associated with awarding organisations o Experience of marketing training courses o Excellent IT skills including experience of working with Microsoft Office, internet and email. <p>Desirable</p> <ul style="list-style-type: none"> o Professional training qualification (level three or above). o Experience of assessing against training standards. o Experience of quality assurance systems and procedures 	<p>Shortlisting and Interview</p>
<p>Skills and competencies</p> <ul style="list-style-type: none"> o Excellent organisational skills to include the ability to organise workload to achieve agreed targets, maintain records and carry out evaluation procedures. o Excellent communication skills both oral and written and the ability to adjust the style and content of communication to meet internal and external needs, for example YCA websites and publications, and to deliver training. o Ability to build good working relationships with individuals and organisations and to work effectively as a team member. o Excellent administration skills including a high level of attention to detail and accuracy. 	<p>Shortlisting and interview</p> <p>Application form content, and interview</p> <p>Interview</p> <p>Shortlisting and interview</p>

<p>Interest and knowledge</p> <ul style="list-style-type: none"> o An interest and understanding of the voluntary and community sector in Sandwell. 	<p>Shortlisting</p>
<p>Other requirements</p> <ul style="list-style-type: none"> o Ability to work within the mission, vision and values of YCA. o Ability to work flexible hours as demanded by the job. Occasional travel is a requirement of the post. The successful applicant should expect to travel throughout Sandwell and therefore access to transport for work purposes to allow the post holder to meet the travel requirements of the post is essential. o Committed to YCA's Equal Opportunities Policy. 	<p>Interview</p> <p>Shortlisting</p> <p>Shortlisting</p>