



## JOB DESCRIPTION/PERSON SPECIFICATION

### Project Coordinator (Boys' Development Programme)

<b>Responsible to:</b>	Head of Programmes (BDP)
<b>Salary:</b>	£26,780 to £33,475 for 35hrs/wk (pending on experience) We will also consider candidates for a trainee level role at a lower rate of pay.
<b>Working hours:</b>	35 hrs/wk
<b>Annual leave:</b>	24 days pro rata (accruing a day a year up to maximum of 28 days) plus Bank Holidays
<b>Office base:</b>	Head Office/Main base: Bermondsey Locality work: Central and West London
<b>Contract Type:</b>	Fixed term to 31 August 2021 (6 Month Maternity Cover)

FM Board of Trustees may award Cost of Living salary increases annually, however, it is at their discretion

This post holder is required to have an enhanced DBS check and to subscribe to the DBS update service.

### ORGANISATIONAL BACKGROUND

Future Men (FM) is a national charity, founded in 1988. The last decade has seen a dramatic expansion of policy and practice initiatives, continuing to focus our work on services for men and boys around key issues such as fatherhood, underachievement, health, employment, violence, education and relationships. The central office provides the support functions with a variety of projects based in the localities they serve. For more information, see our website, [www.futuremen.org](http://www.futuremen.org)

### ORGANISATIONAL VISION AND MISSION

#### WHAT WE DO

We are a multi-award-winning specialist charity that supports boys and men along the path to becoming dynamic future men, whilst addressing the stereotypes around masculinity and engaging in the wider conversation of what it means to be a man. Through our evidence-based and practice-led services we encourage boys and men to explore, celebrate and build on the seven characteristics that we believe contribute to positive masculinity.

#### Our Vision

A better future for every boy, every man and everyone.

#### Our Mission

To inspire boys and men to become dynamic future men, by giving them the confidence to discover what it means to be a man.

## **MAIN PURPOSE(S) OF POST**

As a Project Coordinator you will be responsible for delivering a range of services in primary and secondary schools, supporting FM development and transitional work with boys and young men. The post holder will support **the Operations Director** with formulating a strategy for developing this work across localities, in line with FM's vision, mission and values and Business Plan. A key element will be to support new developments, identify best practice in conflict management work and embed these in current services.

## **KEY RESPONSIBILITIES**

1. Deliver a range of services focused on supporting improved behaviour, wellbeing and engagement in schools, and successful transitions into secondary school.
2. Deliver & support the development of the programme to replicate the work outlined above, so that other practitioners can develop their skills in supporting improved behaviour, wellbeing and engagement in schools, and successful transitions into secondary school.
3. Work in partnership with other relevant projects to deliver services.
4. Provide training courses for local practitioners to support the above work.
5. Work in partnership with other relevant practitioners and agencies as appropriate to raise awareness of issues that lead to conflict in a range of settings including, transition stages, racism, youth violence.
6. Work in partnership with parents where the project requires this approach.
7. Develop and maintain sound working relationships with key statutory and voluntary organisations with the aim of developing joint working around supporting boys and young men and influencing mainstream services to support boys and young men.
8. Support development of further innovative projects in line with FM's Business Plan.
9. Ensure all services reflect inclusivity and diversity.
10. To keep accurate written records of sessions in line with open access procedures.
11. Promote the services locally with relevant professionals, agencies and service users.
12. Consult with boys and young men to ensure their views are heard and that they inform the development of the services.

13. Provide regular progress reports on the work as requested by line management.
14. To contribute from direct practice experience to the formulation of best practice models in FM.
15. Comply with FM's monitoring and evaluation processes to ensure that all outcomes of service delivery is effective.
16. Represent FM in a range of settings as appropriate.
17. To carry out other related duties as may from time to time be required to fulfil the mission of FM.

### **STANDARD CLAUSES**

18. To personally prepare for and attend annual appraisals and supervision with your line manager.
19. To work within all of FM 's policies and procedures.
20. To act at all times in the interests of FM.
21. This role will require satisfactory Criminal Records Bureau clearance.

## **PERSON SPECIFICATION**

**We require the post holder to be able to demonstrate all the person specification listed below to a high level. We will be looking for evidence of all these areas during the selection process.**

**We will also consider applications at a trainee level, working towards achieving the person specification detailed below.**

### **1. Qualifications**

Relevant professional qualification or experience

### **2. Experience**

- 2.1 Experience of working across one or more of the following areas: education, health, youth work, criminal justice, parenting, conflict management.
- 2.2 Experience of managing own workload/ calendar & working to deadlines.  
Good organisation skills
- 2.3 Experience of working with boys and young men across different ages and ethnicities
- 2.4 Experience of working with conflict management techniques.
- 2.5 Experience of delivering training.
- 2.6 Experience of setting up services in a community setting.
- 2.7 Experience of monitoring and evaluating the work.
- 2.8 Experience of working in a multi agency and a team setting.
- 2.9 Experience of working with diverse communities, including those that are disadvantaged and marginalised.
- 2.10 Experience of promoting diversity, inclusion and equal opportunity practices.

### **3. Knowledge**

- 3.1 Knowledge of the needs of boys and young men.
- 3.2 Knowledge and understanding of conflict management skills and techniques.
- 3.3 An understanding of gender and race issues.
- 3.4 Knowledge of the Children Act, Community Safety and Youth Justice agendas and other policies/government guidance relating to boys and young men at risk of or involved in conflict related issues.
- 3.5 An understanding of serious youth violence and how it relates to boys and young men specifically.
- 3.6 Knowledge of the third sector environment and context.
- 3.7 Knowledge of evaluation and monitoring systems.
- 3.8 Understanding of client participation and service user involvement.

### **4. Personal attributes:**

- 4.1 Commitment to the vision, mission and values of FM.
- 4.2 Ability to work out of normal working hours.
- 4.3 Ability to travel nationally if needed.

## **5. Skills and Abilities:**

- 5.1 Ability to deliver to high standards while managing own workload/ calendar & working to deadlines. Good organisation skills required
- 5.2 Ability to communicate concisely both orally and in writing with a wide range of audiences.
- 5.3 Ability to maintain positive working relationships, based on self-awareness and openness to making personal changes.
- 5.4 Confidence, adaptability and stamina to rise to new challenges and deliver results.
- 5.5 Takes responsibility for own continuous learning and professional development.
- 5.6 Ability to use IT systems to support the achievement of personal and collective work goals.
- 5.7 Ability to source and develop new ideas and to implement and solve problems and bring about improvements to services and resources.