



JOB DESCRIPTION/PERSON SPECIFICATION

Project Coordinator (Ventoring)

Responsible to:	Head of Programmes
Salary:	£26,780 to £33,475 (depending on experience)
Working hours:	35 hours full time
Annual leave:	24 days (pro-rata for PT) (accruing a day a year up to maximum of 28 days) plus Bank Holidays
Office base:	Amberley Youth Hub and Bermondsey Head Office .
Contract Type:	Permanent

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

ORGANISATIONAL BACKGROUND

Future Men is a specialist charity that provides emotional and practical support for boys and young men. Through our practice-led services, we work with boys and men from childhood to 25 to help them become healthy, dynamic, future men. From structured school programmes and youth hubs, to individual one-to-one sessions and outreach work, we provide the vital support and advocacy that changes boys and young men's lives for the better. We focus our work with boys and men who face structural discrimination and disadvantage, including of race, income, and community.

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 supporting Future Men's work with young men in North Kensington (RBKC), working with 13-25 year olds. You will work with local schools, and alternative provisions, and deliver outreach locally. The post holder will support the Head of Programmes with formulating a strategy for developing this work across localities, in line with Future Men's vision, mission, values and business plan. A key element will be to support new developments, identify best practices in conflict management work and embed these in current services.

KEY RESPONSIBILITIES

1. Set up and deliver services for young men either at risk of or not in employment, education, or training (individually and in groups, face to face or on the phone) to increase their involvement and role with a range of services.
2. Deliver outreach support in North Kensington targeting and engaging NEET individuals who are involved or at risk of criminality, and where possible, divert them into employment education or training.
3. Set up and deliver a range of services focused on supporting improved behaviour, learning, wellbeing and engagement in school
4. Work closely with schools in North Kensington, and alternative provisions and try to reintegrate boys back into mainstream school
5. Support design and delivery of multi-agency provision for boys and young men.
6. Influencing mainstream services to meet the needs of boys and young men.
7. Ensure all Future Men services reflect inclusivity and diversity.
8. To keep accurate written records of sessions in line with open access procedures.
9. Promote the services locally with relevant professionals, agencies and service users.
10. Consult with boys and young men to ensure their views are heard and that they inform the development of the services.
11. Provide regular progress reports on the work as requested by line management.
12. To contribute from direct practice experience to the formulation of best practice models for Ventoring in FM.
13. Comply with FM's monitoring and evaluation processes to ensure that all outcomes for work with the Ventoring project are effective.
14. Represent FM in a range of settings as appropriate.
15. To carry out other related duties as may from time to time be required to fulfil the mission of the Ventoring Team and FM.

STANDARD CLAUSES

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

1. Qualifications

A relevant professional qualification or experience

2. Experience

20. Experience of working in mainstream or informal education
21. Experience of working with young men across different ages and ethnicities.
 - 2.1 Experience of setting up services in a community setting
 - 2.2 Experience of training.
 - 2.3 Experience of monitoring and evaluating the work.
 - 2.4 Experience of working in a multi-agency and a team setting.
 - 2.5 Experience of working with diverse communities, including those that are disadvantaged and marginalised.
 - 2.6 Experience of promoting diversity, inclusion and equal opportunity practices.

3. Knowledge

- 3.1 Knowledge of the needs of young men
- 3.2 An understanding of gender and race issues.
- 3.3 Knowledge of the Children's Act and other policies/government guidance relating to fatherhood
- 3.4 Understanding of the third sector environment and context.
- 3.5 Knowledge of benefit systems, housing, education and employment issues with relevance to parents and fatherhood.
- 3.6 Knowledge of evaluation and monitoring systems.
- 3.7 Understanding of client participation and service user involvement.
- 3.8 A knowledge of how masculinity affects race and financial status.

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.
- 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.