



## JOB DESCRIPTION/PERSON SPECIFICATION

### PROJECT COORDINATOR (Community Engagement and Outreach/Ventoring)

|                        |  |
|------------------------|--|
| <b>Responsible to:</b> | Head of Programmes (Community Engagement & Outreach)                                 |
| <b>Salary:</b>         | £26,780 to £33,475 (depending on experience)   |
| <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<br>Locality work: Central and West London          |
| <b>Contract Type:</b>  | Permanent  |

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 supporting FM work with young men. The post holder will support the Head of Programmes 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. 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. Set up and deliver appropriate services that serve to integrate young men into existing projects and services.
3. Provide training courses for local practitioners to support work with young men.
4. Support design and delivery of multi-agency provision for young men.
5. Develop and maintain sound working relationships with key statutory and voluntary organisations with the aim of developing joint approaches around young men.
6. Influencing mainstream services to meet the needs of young men.
7. Support development of further innovative projects with young men in line with FM's strategic plan.
8. Ensure all young men services reflect inclusivity and diversity.
9. To keep accurate written records of sessions in line with open access procedures.
10. Promote the services locally with relevant professionals, agencies and service users.
11. Consult with young men to ensure their views are heard and that they inform the development of the services.
12. Provide regular progress reports on the work as requested by line management.
13. To contribute from direct practice experience to the formulation of best practice models for Ventoring in FM.
14. Comply with FM's monitoring and evaluation processes to ensure that all outcomes for work with the Ventoring project are effective.
15. Represent FM in a range of settings as appropriate.
16. To carry out other related duties as may from time to time be required to fulfil the mission of FM.
17. To undertake local outreach in the locality where you will be working, and partner with other services when appropriate to do so.

## **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 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**

- 2.1 Experience of working across one or more of the following areas: education, health, youth work, criminal justice, parenting, father's development work.
- 2.2 Experience of working with young men across different ages and ethnicities.
- 2.3 Experience of setting up services in a community setting
- 2.4 Experience of training.
- 2.5 Experience of monitoring and evaluating the work.
- 2.6 Experience of working in a multi-agency and a team setting.
- 2.7 Experience of working with diverse communities, including those that are disadvantaged and marginalised.
- 2.8 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.