

THE DIANA AWARD



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INFORMATION PACK

Project Coordinator

Location: Sheffield

WWW.DIANA-AWARD.ORG.UK



About Us

The Diana Award is a charity legacy to Diana, Princess of Wales' belief that young people have the power to change the world for the better.

Since 1999, over 47,000 young people have been recognised with a Diana Award for the outstanding difference they are making in their communities across the globe.

With the support of HRH Prince William and HRH Prince Harry, The Diana Award aims to inspire and recognise social action in young people by going beyond its original Awards programme with three additional youth led initiatives that emphasise a peer led approach.

Our Mission

Our mission is to foster, develop and inspire positive change in the lives of young people. We do this in three key ways:

- **Driving Change:** facilitating change through practical action with young people
- **Recognising Change:** rewarding positive change made by young people
- **Mobilising Change:** celebrating and supporting ongoing change in young people

Our Programmes

The Diana Award: awarding young people/ role models for selflessly creating and sustaining positive social change

Mentoring: building the resilience and character of young people by providing advice and guidance in decision making, active citizenship, life and career skills.

Inspire Series: supporting social mobility and furthering social action for young people.

Anti-Bullying: engaging young people to change the attitudes, behaviours and culture of bullying by building skills and confidence to address different situations, both online and offline.



Project Coordinator

Employment Details

JOB TITLE	Project Coordinator
SALARY	£22,000 per annum (pro rata)
LOCATION	Sheffield, UK
CONTRACT TYPE	Part Time Fixed term contract until July 2018
WORKING HOURS	3 days p/w
START DATE	ASAP
APPLICATION DEADLINE	24 th February 2017

How to apply

To apply please complete our online application form by **Friday 24th February 2017** at **23:59**. Shortlisted candidates will be invited to interview in w/c **27th February 2017** in Sheffield,

Unfortunately we are unable to give feedback to applicants not shortlisted for interviews.

If you have any questions please get in touch with Becky at The Diana Award on becky.andrew@diana-award.org.uk or call 0207 628 7499 ex. 208

[CLICK HERE TO APPLY](#)

Before you begin the application form it is recommended that you have the following information ready:

1. A copy of your CV which you will be asked to upload to our system
2. Personal Statement (max 1500 words) where you should demonstrate how your experience, skills, knowledge and qualities meet the Job Description and Person Specification criteria listed. It is highly recommended that you write this in a word document **first** and then copy it into the application form.



About the Role

The Diana Award Mentoring Campaign highlights the significant role of mentoring as a key contributor for social mobility in the lives of hard to reach young people. Mentors have a significant role to play in shaping the lives of others, especially the most vulnerable and our ambition is to make high-quality programmes accessible to all.

The campaign also aims to

- Revolutionize the 'mentor' conversation and;
- Break the stereotypical view of who a mentor can be; reinforcing that anyone can give back as a mentor regardless of age or demographic;
- Celebrate the positive effect mentoring the lives of young people.

This role will help support the regional roll out of The Mentoring Programme, the Campaign's biggest programme, to work with disengaged young people and volunteer mentors from the world of work in Sheffield City Region. This role has a focus on engaging and recruiting teachers, schools, young people and volunteers from the world of work to The Mentoring Programme and ensuring regional KPIs are met. This includes training and supporting volunteers to fulfil their roles as mentors. The post holder will also be required to manage a small team of part time youth facilitators across the region.

This role will also assist The Diana Award Mentoring Campaign's wider objectives and assist in the training elements of The Mentoring Programme.

Occasionally, it may involve facilitating participation opportunities that empower hard to reach young people to develop their confidence, motivation and communication skills, to allow them to navigate career choices, social action opportunities and to progress into further education, training or employment.

Location

Whilst the post holder will be based in Sheffield, they will be responsible for supporting Youth Facilitators, schools, young people and volunteer mentors from across Sheffield City Region (Local Enterprise Partnership)





Job Description

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by employees in this role. It is not exhaustive and staff may be required to undertake other reasonable duties commensurate with the role as requested by the line manager.

Youth Facilitation & Training

- Assist in training regional Mentoring Youth Facilitators to adequately support disadvantaged young people
- Lead the recruitment, training and support of volunteer mentors from the world of work
- Lead training sessions for young people under The Mentoring Programme when required
- To advocate on behalf of young people where necessary with various agencies and community groups
- Assist in the development of workshops and training sessions that are interactive and engaging aimed at raising achievement for young people particularly those identified as at risk
- Assist young people in creating and implementing social action projects on issues that they are passionate about in their local communities, over the timescale of an academic year

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- Manage the outreach strategy and recruitment of volunteer mentors, teachers, schools and young people for The Mentoring Programme across Sheffield City Region
- Line manage part-time Youth Facilitators and oversee their activities in schools
- Manage relationships with the host schools and teachers involved in The Mentoring Programme
- Work towards targets and report on progress against targets on a monthly basis, providing evidence of targets achieved
- Attend partner meetings, presentations and conferences
- Assist the Project Manager in producing programme reports and capturing data when required
- Expand The Mentoring Programme in line with operational goals and strategy, and any other projects associated with the growth of the campaign
- Support in quality, monitoring and evaluation of regional trainers in line with agreed strategy
- Oversee mentoring activity, including managing stakeholder relationships and training volunteers
- Assist in additional campaign projects when required



Person Specification

SKILLS	<ul style="list-style-type: none"> • Excellent oral or written communication skills with ability to communicate effectively at all levels • Ability to work as part of a team and on own initiative • Strong organisational and planning skills • Excellent time management • Proficient at using Information Technology including Windows, Microsoft Office, email and the Internet • Accuracy and attention to detail • Able to prioritise own workload and deal with competing demands • Excellent project management skills, with the ability to adapt and solve problems quickly • Strong leadership skills with the ability to motivate and instil enthusiasm and confidence in others
EXPERIENCE/ KNOWLEDGE	<ul style="list-style-type: none"> • Experience of working within the youth sector • Demonstrable expertise and experience of youth engagement work and working with young people who are vulnerable or at risk • Experience of recruiting and managing volunteers, leading training to ensure adults are well equipped to work with young people, including robust knowledge of child protection • Successful track record in developing and maintaining a performance and accountability culture that measures and meets its KPIs • Demonstrable experience of building partnerships with other organisations, sub-regional agencies and local authorities • Demonstrable track record and ability to build good relations, quickly establish credibility and carry the confidence of different stakeholders • A proven track record of effectiveness in leading teams, including setting aims and objectives and influencing others to achieve those aims • Experience of writing reports and summaries • Experience of organising and prioritising a demanding workload, to meet deadlines
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Commitment to The Diana Award's vision, values and mission • Personal integrity and credibility • A 'can do' attitude • Commitment to self-development • Good judgment • Ability to work well under pressure • Energetic, flexible, willingness to work outside of 'normal' office hours