

Job Description

Youth Projects Coordinator

REPORTS TO: National Youth Projects Manager	DATE: April 2022
DEPARTMENT: Youth	LOCATION: Central Office, Wallington
PURPOSE OF THIS POSITION: We're an independent charity that gives people the power to speak up and stop crime - 100% anonymously. Our dedicated youth service, Fearless.org aims to educate and empower a generation to make informed decisions about reporting crime. As Youth Projects Coordinator you will be responsible for the collation, analysis and distribution of Fearless data across the organisation. You will assist the team of Fearless Outreach Workers across the UK through campaign development and provide admin support, including the ordering of materials and distribution of resources. You will work to develop partnerships with youth-based organisations to share the Fearless message, this will include delivering presentations to youth professionals and developing assets, tools and resources. The Youth Projects Coordinator provides key administration support to the Central Fearless Team, working closely with both the Youth Projects Manager and Youth Digital Assistant.	
MAIN RESPONSIBILITIES: • Collation, analysis and distribution of key data on the Fearless service across the organisation • Provide administration support to the Fearless Outreach Workers and central Fearless Team • Work collaboratively with youth organisations and develop partnerships to enhance local knowledge of Fearless • Prepare and deliver presentations/workshops • Develop assets, tools and resources to support professionals working with young people to feel confident in sharing their knowledge of Fearless	

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SPECIFIC DIMENSIONS OF THE ROLE:

Budget-holder

No

Line Management Responsibility

No

Out of Hours Requirements: Occasionally for school visits/weekend projects

Main Contacts: Youth team, Director of Operations, Regional team, external youth organisations.

SPECIFIC SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS REQUIRED:

- Excellent organisational skills **(Essential)**
- Experienced and competent user of Microsoft Excel, Outlook, Word and PowerPoint **(Essential)**
- Excellent communication and interpersonal skills with the ability to work and communicate with a variety of different audiences and stakeholders **(Essential)**
- Experience of developing and delivering workshops/presentations **(Essential)**
- Understanding of issues affecting young people and knowledge of youth crime trends **(Essential)**
- Experience of website management systems **(Desirable)**
- Experience of social media content creation **(Desirable)**
- Working knowledge of Canva and other desktop publishing software **(Desirable)**

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COMPETENCY FRAMEWORK:

	Competence	Level
People	People Management Enables staff/others to perform well and to develop	3
	Teamwork Collaborates with and supports others to produce better results	3
	Managing Customer Relationships Develops effective relationships with callers, service users. Stakeholders, partners and colleagues	2
Performance	Business Awareness Understands Crimestoppers purpose and goals and their relevance to own role	3
	Decision Making Assesses the extent and scope of a problem or issue and decides what action to take	3
	Deliver Results Does what needs to be done to get the right outcome at the right time	3
Personal	Leadership Provides a positive influence and demonstrates integrity.	3
	Communication Uses a range of methods to present a professional image of self and Crimestoppers	2
	Continuous Improvement Takes responsibility for self development and be accountable for own actions	3

COMMENTS:

The job description reflects the key accountabilities of the role, but these may vary from time to time according to the needs of the Charity, and you may be asked to undertake any task that is reasonable and in keeping with the nature of your role and your skills and experience.