



## **Anti-Tribalism Movement**

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

JOB TITLE:	Project Officer
SALARY:	£28,500 inclusive
HOURS OF WORK:	35 per week for Two years' contract, it is essential that the post holder works flexible hours to attend evening and weekends meetings.
ACCOUNTABLE TO:	Operational Manager and Project Manager
RESPONSIBLE FOR:	Project and Participants
FUNDER:	Big Lottery Fund

### **JOB PURPOSE**

The role of the Project Officer is to plan, execute, and finalise project outputs according to Strict deadlines and within budget. This includes organising and coordinating the efforts of all partners to deliver projects according to plan. The Project Officer will also be responsible the successful and quality delivery of the project throughout its life cycle.

The key responsibility of the Project Officer is delivery of the required project deliverables, within the specified time frame, within the specified cost and to the expected outcomes.

### **KEY RESPONSIBILITIES**

- Effectively engage with young people, encourage them to participate the trainings
- Develop, promote and deliver training on issues relating to young people's needs
- Supervision of trainings participants while their coaching their chosen young persons
- Updating and maintaining information using MS Access regarding the young people training network and sharing lessons learnt
- Timely preparation of project reports
- Recruit and maintain young people into the project
- Initiate contact with organisations working with young people from our chosen boroughs and develop links with those groups

- Ensure that risks associated with the delivery of services are effectively assessed and managed, specifically in relations to the protection and safeguarding of service users, staff, volunteers, contractors and the general public.
- All routine operational tasks, administrative systems and record keeping adhere to required standards.
- To provide support to training participants and volunteers during out-of-hours. Interacting with them on a day-to-day basis and coaching and providing advice and support to them.
- Organise the logistics of the trainings
- Be the contact person for the project
- Share stories, pictures, good practices and achievements of the project through social medias and other platforms.
- Keep project documentations including invoices and receipts.
- Ensure participants and wider community is engaged, involved and consult with.
- Work with employers, businesses, local authorities, charities and other stakeholders to facilitate further opportunities for young participants.
- Work with relevant staff members within the organisation to develop sustainable plan for the to continue the project by supporting further young people.
- Attend meetings regarding Lead and be Led project.

## PERSON SPECIFICATION

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<u>Qualifications and Training</u>	Educated to degree level	Project management training  Project budget management
<u>Experience and Skills</u>	Minimum of 2 years' experience of project delivery  Good understanding of relevant policies and legal requirements  Experience of working young people	Minimum of 2 years' experience of project delivery  Experience of multi-sector partnership
<u>Skills and Abilities</u>	Excellent communication and presentation skills both written and verbal  Excellent interpersonal skills  Time Management skills  Ability to work on own initiative	Ability to develop and deliver operational plans  Ability to effect change and influence others  Ability to analyse data, both strategically and operationally

	<p>Ability to plan, set objectives, prioritise and review performance against objectives</p> <p>Ability to manage work within contained resources</p> <p>Computer literate, including use of email, Word, Excel, PowerPoint</p> <p>Proven facilitation skills</p> <p>Problem solving skills</p> <p>Awareness skills</p>	
<u>Knowledge</u>	<p>Understanding of third sector</p> <p>Project financial and documentation Management</p> <p>Highly self-motivated</p> <p>Flexible</p> <p>Good sense of humour</p> <p>Can do attitude</p>	<p>Understanding of challenges that the Somali community faces.</p> <p>Understanding of working with young people</p>

## PROJECT SCOPE

The Young Leaders 'Lead and be Led' project aims to develop 60 young Somalis (aged 16-24 from London borough of Hammersmith & Fulham, Ealing and Brent) to enhance their skills and realize their potential and also aims to enable them to be young ambassadors within their communities and enrich the lives of at least 2 young people each (aged 16- 23) using various means of support and communication that they will gain through this project. Therefore, directly reaching around 180 young people in the identified boroughs, the project aims to develop core skills and attributes needed in today's society which emphasizes on social and emotional competencies, including self awareness, collaboration, empathy, relationship-building and the ability to lead through authenticity rather than by authority. Through the 'Lead and be led' programme, 60 young Somalis (aged 16-24) will be trained directly by SOAS University of London and Sukoon Training Consultancy. A comprehensive training programme will be running over a period of 18 months 6 months at each location. Following on from the training, each participant will be

expected to reach out to at least 2 other young people within their existing network. They will be guided and instructed during the training and given the tools and methods of how and what they need to lead on. This could range from sharing the learning via social media or blogs, by giving one-to-one support and coaching or even facilitating a workshop via the Anti-Tribalism Movement's House other venues. The key point being that they are 'leaders' at local level as well as been 'led' by our training and facilitation.

Training workshops will the cover the following topics to achieve project outcomes:

- Confidence building
- Presentation skills
- Decision Participation- Importance of being part of the decision making process
- Participating in the democratic process
- Developing leadership and management skills
- Problem solving skills
- Decision making, event management and project management skills.
- CV building & impressing potential employers
- Active Citizenship
- Employers workshops- what employers are looking for
- Presenting with confidence and articulating your answers

The Young Leaders 'Lead and be led' project aims to deliver the project from August 2017 August 2019, giving each cohort a 6 months of trainings and 6 months of mentoring other young people as well as placing them into further opportunities. The trainings will run for 3 hours with 15 sessions of trainings for each group. Some training sessions will take place during the evenings to ensure that we do not disturb young people's education and other commitments.

Please send your latest CV and a cover letter explaining your suitability for this role to [info@theatm.org](mailto:info@theatm.org) by **31st July 2017**.

More information regarding the work of Anti-Tribalism Movement and our current programs, please visit [www.theatm.org](http://www.theatm.org)