



VOSS Project Co-ordinator

VOSS (Voluntary sector Outreach Support Services) is a collaborative project of 3 North Liverpool charities providing co-ordinated delivery of detached, group work and 1-2-1 for young people in 5 wards. The project has been funded by the National Lottery Community Fund for another 3 years. The project is well established in terms of joint working, systems to track the impact, and reporting mechanisms. VOSS members want to continue to build on the previous 3 years by raising the project profile, increasing the influence of young people to shape the service, and consolidating good practice - all in addition to the day to day delivery.

The VOSS Project Co-Ordinator is the one to keep us on track and ensure that we achieve our wider aims; can evidence what we have done and the impact it has had; and work with us to address the succession of VOSS once the lottery funding comes to an end.

We are looking for someone who has good organisational and planning skills. Someone who can network and build relationships both within the VOSS group and with key stakeholders. Someone that we can trust to run the project transparently and has the skills and experience to co-ordinate, monitor and evaluate the project. Someone who can ultimately facilitate the development of good practice in youth work and a better understanding of its value.

So, if you've got the experience and skills to project manage and have an understanding of youth work, you could be what we are looking for.

The salary for the post is £22,100k pro rata, 14hrs p/w on a fixed term contract until March 2023.

The successful applicant will be employed by Positive Futures North Liverpool as the lead organisation and accountable body for the funding but accountable to all the financial partners.

The financial partners to the project and to whom the Project Manager is accountable are:

- Positive Futures North Liverpool
- Sports Alive
- Walton Youth Project

For an application pack, please email info@positivefutures.org.uk

The deadline for return of applications is **Tuesday 29th September 2020 at 5pm**, with interviews to be confirmed.



JOB DESCRIPTION
Voluntary Outreach Support Service

Title: Project Co-ordinator (Voluntary Outreach Support Service)	Reports to: Positive Futures Line Manager And VOSS consortium members
Salary: £22,1000k - pro rata 14 hrs per week	Fixed Term Contract Until March 2023

Overall Purpose of Role	
<p>The V.O.S.S. is a Big Lottery funded project that brings together three charities from North Liverpool to work collaboratively for the benefit of young people and the wider community. It includes detached street-based intervention, group work and one to one support for young people. The Project Co-ordinator is the person responsible for making this partnership work through maintaining trust and transparency as well as keeping VOSS members focused on their objectives.</p> <p>The Project Co-ordinator's role is to:</p> <ul style="list-style-type: none"> • oversee the implementation, expansion and succession of the VOSS project • ensure smooth running of the project and accountability to the lottery through effective monitoring and evaluation • ensure effective partnership working and influence with key stakeholders in the community • ensure the development of good practice within the youth provision and within partnership working more generally (both statutory and community sector) 	
Responsibilities:	
	Implement the delivery plan for the project in collaboration with VOSS members to meet the overall outcomes of the project.
	Build and maintain effective partnerships with key project stakeholders including, Police, Troubled Families, Liverpool City Council, RSL'S etc.
	Coordinate and influence stakeholders to achieve results that are in the best interests of the project.

	Set project priorities, develop a work schedule, and monitor progress in line with both short and long-term goals. Regularly evaluate and review the project targets and plans to ensure successful delivery.
	Maintain the records and monitoring of the project through the coordinated collection of information and data, developing forms and processes to aid the effective management of the project.
	Organise and chair VOSS meetings with key stakeholders and produce project reports for the Lottery, VOSS members and external services and partners.
	Work with the Operations Manager to monitor project budgets and follow financial recording procedures.
	Maintain the highest standards of confidentiality and data protection standards.
	Source additional funds as required, which enhance the project or secure its succession.



VOSS Project Co-ordinator Person Specification

		App	Interview
Experience	Experience of managing funded projects.	✓	✓
	Experience of partnership work with stakeholders and external partners	✓	✓
	Experience of producing reports and presentations for internal and external audiences.	✓	✓
	Experience of servicing and facilitating meetings	✓	✓
Skills and Abilities	Ability to work on own initiative and capacity to work under pressure	✓	✓
	Ability to motivate partner organisations to achieve outcomes	✓	✓
	The ability to liaise effectively with a wide range of agencies in both the voluntary and statutory sector	✓	✓
	Excellent organisational and planning skills with an ability to work to tight deadlines	✓	✓
	Knowledge of legislation pertinent to children, young people, diversity, data protection and health and safety	✓	✓
	Desirably have good knowledge of the positive impact personal development and engagement projects can have on young people.	✓	✓
Knowledge	Knowledge of current programmes and services that address issue for young people.	✓	✓
	A good knowledge and understanding of the needs of young people aged between 8-18 particularly those with challenging or difficult behaviour	✓	✓

	ICT literate with knowledge of word, excel, email, Outlook, PowerPoint, and Microsoft O365.	✓	✓
Other Requirements	Commitment to working flexibly with occasional evenings and weekend work	✓	✓
	Commitment to work within the principles of equal opportunities policy and in an inclusive, open and transparent way.	✓	✓
	To work within appropriate child protection and safeguarding guidelines	✓	✓
	To commit to undertaking any necessary training when required	✓	✓
	A commitment to improving the lives of young people involved with the project.	✓	

NB: This job description identifies the key responsibilities and requirements. Positive Futures reserves the right to amend the job description as the role develops with the organisation
