

Job Description

Senior Project Officer



POST: Senior Project Officer
PROJECT: Aasha Gang Mediation Project
HOURS: Full Time (37.5hrs)
SALARY: £20,000 – 23,000 per annum (depending on experience & qualification)
CONTRACT: until end of March 2013 (with possible extension)



Responsible To

- The post holder is responsible to the Aasha Project Manager
- The post holder is responsible for the duties mentioned below and *any other work* allocated by the Aasha Project Manager.

Purpose

- Working as part of the Aasha team, the post holder will be responsible for the planning, delivery and supervision of the Youth provision and centre based work, the Global Youth Work programme and the overall delivery of the Aasha Programme. The post holder will also be supporting the Manager in the *effective delivery of all Project outputs*.

Major duties and responsibilities

GENERAL

- Work towards positive engagement and reducing anti-social or criminal behaviour:
 - Build relationships with young people
 - Facilitate young peoples learning and their personal and social development
 - Enable young people to organise and take co-responsibility for activities, events and projects
 - Work with young people in accordance with the core values of youth work
- To be available for the core hours of 1pm – 9pm weekdays.
- Provide supervision to staff that are in the areas of responsibility.
- Effective and timely monitoring and reporting to be completed.
- Commitment to networking and partnership with external agencies.
- Commitment to personal development and training.
- Commitment to fundraising and bid writing.
- Deputise for Aasha Project Manager.
- Be available to work unsociable hours and occasional weekends when necessary

YOUTH PROVISION & CENTRE BASED WORK

- To plan and deliver a youth work programme in accordance with the Youth & Community Services Curriculum Framework for the social, educational, personal and physical development of young males

- To deliver the outputs in line with SLA's that are signed and agreed.
- Work with young people involved or at risk of involvement with the criminal justice system and category as NEET.
- Ensure that the organisations policies and good practices are shared and implemented by the frontline youth worker and volunteers
- To ensure the project has easy access to referral agencies and monitoring young people process and development
- Work with young people in accordance with the core values of youth work
- To manage and undertake supervision of allocated Volunteers
- Undertake risk assessment of all activities delivered and take relevant measures to minimise all risks.
- To offer support, advice and guidance to young people & service users
- To maintain and develop systems for monitoring the quality of service provision
- To ensure effective use of resources & budgets
- Ensure & undertake Duke of Edinburgh work & outputs

GLOBAL YOUTH WORK PROGRAMME

- Develop a concept document for the GYW programme
- To develop a team of volunteers for the planning, delivery of the programme
- Identify funding opportunities for GYW project
- Participating at different forums to promote the Aasha GYW project
- Produce quarterly reports for the projects
- Develop community initiatives to support the GYA project
- Raise awareness of the Millennium Development Goals (MDG's)

Other Specific duties

- To assist the Project Officer in organising culturally sensitive activities.
- Responsible for assisting in the planning and delivery of workshops
- Responsible for assisting in the planning and delivery of outreach sessions
- Assisting the preparation of new workshop templates.
- Maintain grass roots contacts of young people and influential individuals. Also generate new contacts for better street knowledge
- Where feasible, mediate in conflicts in consultation with the Aasha Team.
- Participate in all other Aasha activities including Training, workshops, meetings, etc
- Attend relevant forums and networking events to represent OSMANI TRUST regularly
- Assist in publicising the activities and events of Aasha and OSMANI TRUST.
- To participate in relevant training for further development
- To be aware of and adhere to OSMANI TRUST policies and guidelines.
- To carry out all work allocated/designated by the Co-ordinator within the given deadlines.

COMMENSURATE STATEMENT

The post holder will undertake any other duties of a similar nature, which are commensurate with the grade and seniority of the post.

EQUAL OPPORTUNITY STATEMENT

To promote and comply with the OT Equal Opportunities Policy in the opposition and eradication of all forms of discrimination and ensure that services are accessible to all users.



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Helping Ordinary people do extraordinary things