

# 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:** 6 Months (Until 28<sup>th</sup> February 2013)



### 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, provide support for the peer project 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 your 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.
- 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 and Osmani Trust
- 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

#### **Face-to-face work**

- Establish contact with young people in different settings
- Build relationships with young people individually and in groups
- Bring young people together in groups and shared activities
- Involve young people in assessment of needs defined by area and/or target groups
- Enable the participation of young people in planning, monitoring and developing as well as participating themselves in relevant activities, projects or services
- Facilitate discussions, arts-based activities, community/environmental projects, residential activities, outdoor education and sports activities
- Raise topics related to personal and social education (for example health, fitness, smoking, drugs, relationships, bullying)
- Address issues related to anti-oppressive practice, such as racism, sexism, heterosexism, disability, class, age-ism
- Act as an advocate for young people's interests, for example environmental issues, involving young people in decisions, improvements in resources and services for young people

#### **Building links, networking and partnerships**

- Find out about community issues, influences and interests
- To build relationships with secondary schools in Tower Hamlets
- Identify key individuals and groups in the borough, build relations with them
- Work with other agencies to develop services and facilities across communities
- Work with parents and other community groups to address issues and improve services and facilities
- Work with others as a member of a staff team

#### **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 Manager 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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# Person Specification

**POST TITLE:** Senior Project Officer  
**PROJECT:** Aasha Gang Mediation Project



	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of the variety of services, provisions, projects and opportunities available in the London Borough of Tower Hamlets for young people.</li> <li>• Experience of coordinating and delivering on/off site activities, group sessions and or residential</li> <li>• Some experience of managing/ supervising and developing staff effectively.</li> <li>• 1 years' experience of managing and delivering projects.</li> <li>• 2 years' experience of working in the youth and community sector.</li> <li>• Experience of promoting &amp; representing project at various levels</li> <li>• Experience of monitoring, evaluating and writing reports.</li> <li>• Experience of working with a range of partners and developing effective relationships.</li> <li>• Experience of recruiting and supporting volunteers.</li> <li>• Experience of working with black and Asian minority ethnic communities.</li> </ul>	<ul style="list-style-type: none"> <li>• High level of computer literacy, particularly Microsoft Office.</li> <li>• Experience of supporting young people in distress as well as their carers, and or victims of crime or other related field. (s)</li> <li>• Contacts &amp; networks in LBTH &amp; beyond</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2 in Youth Work or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ level 3 / Degree in Youth Work</li> <li>• Qualification in Leadership and Management</li> <li>• Appropriate qualification in Conflict resolution</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Evidence of continued personal and professional development and willing to undertake further skills training as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Training in volunteer management, child protection, risk assessment, conflict resolution and supervision, gang violence prevention and intervention</li> </ul>
<b>Knowledge and</b>	<ul style="list-style-type: none"> <li>• Able to communicate effectively with young people,</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of conflict mediation and resolution</li> </ul>

<b>Skills</b>	<p>both individually and in a group setting, and able to motivate and engage young people in programmes of work to address offending behaviour</p> <ul style="list-style-type: none"> <li>• The ability to transfer to children and young people a positive belief in change</li> <li>• Knowledge and understanding of the cultural norms and values of young people in general and youth affected by gang culture in particular</li> <li>• Knowledge and understanding of group dynamics, theory of gangs, protective factors, risk factors, pathways of change and other related topics</li> <li>• Knowledge and understanding of conflict mediation in a youth and community setting</li> <li>• Familiarity with government policies impacting youth work including 'Positive for Youth', 'Aiming High',</li> <li>• Knowledge of the Crime and Disorder Act, Children Act 1989,2004, Children and Young People Act 2008 and Criminal Justice Act</li> <li>• The post requires all round facilitation, communication and interpersonal skills to advise, influence, negotiate and resolve conflict.</li> <li>• Proven ability to deliver presentations using various methods and at different levels</li> <li>• Proven ability to communicate effectively both verbally and in writing with a wide range of stakeholders.</li> <li>• High level of organisational ability, able to balance competing priorities.</li> <li>• Good level of interpersonal skills.</li> </ul>	<p>between opposing gangs</p> <ul style="list-style-type: none"> <li>• An understanding of the Bangladeshi community, cultural norms and values</li> <li>• Knowledge of the street culture in Tower Hamlets, history of gang development and conflict</li> <li>• An understanding of how crime affects victims and communities</li> <li>• An awareness of the social circumstances of young people and their families</li> <li>• Able to utilise web platforms and social media including facebook and twitter comfortably.</li> </ul>
<b>Equality</b>	<ul style="list-style-type: none"> <li>• Candidates should indicate an acceptance of and commitment to the principles underlying Equal Opportunities policies and practices.</li> </ul>	
<b>Attitude/Judgement</b>	<ul style="list-style-type: none"> <li>• An ability to empathise and communicate with those individuals/communities impacted by gang culture</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate resilience and persistence in meeting challenges and achieving outcomes</li> </ul>

<p>and violence</p> <ul style="list-style-type: none"> <li>• Able to operate with limited guidance and to strict deadlines.</li> <li>• Self-motivated, able to use own initiative, manage, motivate others and work effectively as part of a team.</li> <li>• Reliable, co-operative, flexible, sensitive when dealing with other organisations.</li> <li>• Proven ability to deal with conflicts, be diplomatic and persuasive.</li> <li>• Ability to respect and keep confidential information.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven ability to negotiate with internal and external stakeholders</li> </ul>
<p><b>Circumstances</b></p> <ul style="list-style-type: none"> <li>• Appointment to this post will be subject to an enhanced Disclosure Check with the Criminal Records Bureau.</li> <li>• To be willing and able to work away from normal job base.</li> <li>• To be willing and able to work outside normal hours including evenings and weekends.</li> <li>• To be willing and able to undertake further training.</li> <li>• To be willing and able to work in a non-smoking environment.</li> <li>• Must be legally entitled to work in the UK.</li> </ul>	



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