

Get Connected Project Co-Ordinator

Job Description

Job title:	Get Connected Project Co-Ordinator
Reports to:	Get Connected Lead
Hourly rate:	£8.27ph
Hours:	37 hrs per week (includes potential evening & weekend work)
Basic Annual Leave:	TBC
Job Outline	
Job Purpose	<ul style="list-style-type: none"> • To be responsible for the administration and co-ordination of the Get Connected Programme and help support its growth and progression. • To give specific project support to the Get Connected Programme Team – including data collection and phone calls to contacts to confirm key actions • To be responsible for collating project manuals and other project materials • To create toolsets and toolkits to demonstrate organisational impact • To implement the toolset and toolkits and ensure they are fit for purpose in line with organisational objectives • To assist the Youth Team by monitoring front line delivery outcomes, collecting relevant data and collating this type of evidence to demonstrate impact. • To assist with project marketing • To support in other organisational administrative tasks as part of the wider Central Services Team
Roles and Duties:	
Main	<ul style="list-style-type: none"> • To be responsible for streamlining existing Get Connected elements and producing key templates for future use. • To be responsible for capturing evidence to clearly demonstrate our impact and to create ways to effectively market that evidence externally.
Leadership	<ul style="list-style-type: none"> • To be an ambassador for the young people we serve by delivering on tasks and activities that will improve our ability to 'help young people fulfil their full potential'. • To support the Get Connected Senior team in their leadership duties
Young People	<ul style="list-style-type: none"> • To ensure Young People receive the very best services and value • To ensure that Enthusiasm's Safeguarding Policy is implemented within the region • To get involved with front line activities and connect with our history and values

Networking	<ul style="list-style-type: none">• Liaise with other professionals and external agencies to support the work of Enthusiasm Trust as and when needed and specifically for Get Connected.
Reporting and recording	<ul style="list-style-type: none">• Ensure that Impact tools are in line and contribute to organisational reports• Create a database to support the project
Health and Safety	<ul style="list-style-type: none">• Adhere to risk assessments and Policies at Enthusiasm workplaces and spaces