

Job Description

Youth Project and Programme Coordinator – Summer Jobs Programme Lead

Location: Office and Remote Based (Hybrid working with attendance at Youth Cymru office as required)

Salary: £28,000 - £35,500 (Dependent on experience and qualifications)

About Youth Cymru

Youth Cymru is a major youth work charity operating across Wales, dedicated to bettering the lives of young people through unique, innovative, and life-changing opportunities. We collaborate with our members and other youth-facing organisations to provide educational programmes, community engagement, employability initiatives, and personal development opportunities.

We support young people and our members by increasing access to resources, providing more choices for learning, development, and growth. Our initiatives include training, mentoring, and empowering individuals to thrive now and in the future.

Our vision is to inspire and support young people to realise their potential while contributing to vibrant communities throughout Wales.

Role Summary

The **Youth Project and Programme Coordinator – Summer Jobs Programme Lead** is a pivotal role within Youth Cymru, responsible for overseeing the development and execution of key youth work programmes and employability projects across Wales.

This is a hybrid role requiring both office-based and remote working, with attendance at the Youth Cymru office as needed for meetings and team collaborations.

From February to August each year, this role will primarily focus on leading the Summer Jobs Programme (SJP). This employability intervention is aimed at young people aged 16-20 who are at risk of violence, providing six weeks of paid work experience, including a preparation week and comprehensive support from youth workers. You will coordinate and manage the delivery of the Summer Jobs Programme in Wales, working closely with local employers, community organisations, and young people to ensure its success.

Between September and January, the role will focus on Youth Cymru's extended, supporting a variety of youth work initiatives, training programmes, youth work projects, and strategic planning.

The role requires strong organisational, administrative, and communication skills to support the successful implementation of Youth Cymru's programmes. It also demands a

deep understanding of the youth work landscape in Wales and the ability to engage effectively with young people, Youth Workers, community groups, youth justice and local partners and stakeholders.

Key Responsibilities:

Lead on Summer Jobs Programme (SJP):

(February to August) Coordinate and manage the Summer Jobs Programme (SJP), including recruitment, registration, and eligibility screening of young people aged 16-20 at risk of violence.

Further develop and maintain partnerships with local employers to create meaningful work placement opportunities and employability experiences for young people.

Organise and deliver the preparation week, including pre-employment workshops, skills training, and mentoring sessions.

Oversee the five-week paid work experience, ensuring youth worker support, regular check-ins, and workplace mentoring.

Support the facilitation of the final programme wrap-up and celebration event.

Support the monitoring and evaluation of the Summer Jobs Programme's impact through data collection, participant feedback, and reporting to funders and stakeholders.

Ensure the programme adheres to the **Randomised Control Trial (RCT)** methodology, maintaining fidelity of the model and data integrity.

Youth Work and Employability Programme Development and Coordination:

(September to January) Lead the development and execution of Youth Cymru's youth work initiatives, ensuring they meet intended outcomes and align with Youth Cymru's mission.

Deliver all aspects of Youth Cymru's youth programmes, including workshops, training sessions, mentoring schemes, events, and youth panels, both online and face-to-face.

Develop tailored approaches to engage young people in educational, employability, and mentoring activities, ensuring the inclusion of underserved and underrepresented groups.

Support strategic planning, fundraising efforts, and evaluation of Youth Cymru's wider programmes.

Administrative and Organisational Tasks:

Coordinate administrative tasks such as scheduling, documentation, compliance reporting, and logistics management.

Support budget tracking and ensure financial accountability in programme implementation.

Utilise CRM systems to manage stakeholder data, monitor participation, and produce detailed reports for internal and external stakeholders.

Stakeholder Engagement and Partnerships:

Establish and maintain strong relationships with schools, youth organisations, community groups, local employers, and other stakeholders.

Develop and maintain relationships with funders, partners, and internal teams to ensure smooth programme operations.

Act as the local point of contact for partners and participants, fostering collaborative opportunities to enhance programme impact.

Marketing and Promotional Activities:

Organise and manage promotional activities, including social media updates, newsletters, and event coordination.

Coordinate and deliver youth-focused events, campaigns, and social media engagement to raise awareness and maximise reach.

Support the planning and execution of flagship events, including youth employability workshops, community showcases, and mentoring sessions.

Monitoring, Reporting, and Evaluation:

Prepare project reports, analyse data, and monitor programme progress to inform continuous improvements.

Participate in the evaluation and monitoring of programmes to assess impact, ensuring continuous improvement and innovation.

General Responsibilities:

Uphold Youth Cymru's commitment to safeguarding, quality, and equality in all interactions.

Support organisational goals and objectives by actively participating in team meetings and cross-departmental collaborations.

Occasionally work flexible hours, including weekends and evenings, as required for programme delivery.

Department Organisation Structure

The Youth Project and Programme Coordinator – Summer Jobs Programme Lead will report to the Senior Leadership Team and work collaboratively with other teams across the organisation to ensure the effective delivery of Youth Cymru's programmes.

Person Specification:

Minimum Requirements:

Project management experience, with the ability to handle multiple tasks simultaneously.

Experience and understanding of sectors supporting young people, including educational, employability, or youth work programmes.

Proven experience in coordinating employability or work placement programmes, preferably with at-risk youth.

Excellent communication and interpersonal abilities to build collaboration with stakeholders.

Strong organisational and administrative skills, including scheduling, reporting, and compliance management.

Ability to work both independently and collaboratively within a team.

Proficiency in Microsoft Office Suite and CRM systems.

Experience in programme administration, coordination, and stakeholder engagement.

Honesty, integrity, and reliability in all professional interactions.

Strong written and verbal communication skills with high attention to detail.

Desirable:

Professional Youth Worker qualification or equivalent (or working towards it).

Prior experience in a non-profit, charity, or youth work setting is highly desirable.

Experience with Randomised Control Trials (RCTs) or impact evaluation methodologies.

Experience in fundraising and contributing to grant applications.

A passion for youth empowerment, mentoring, and community development.

How to Apply:

If you are passionate about empowering young people and have the skills and experience to contribute to Youth Cymru's impactful programmes, we would love to hear from you.

Closing Date: 9:00am, Monday 17th March 2025

To Apply:

Please submit your CV and a cover letter detailing your experience and why you are the ideal candidate for this role.

Youth Cymru is an equal opportunity employer. We are committed to promoting diversity and inclusion and welcome applications from all backgrounds and communities.