



Project Coordinator (Building Our Bright Future) Job Description

Job Title	Project Coordinator
Salary	£27,294 per annum (pro rata applied)
Location	Falkland Estate, Fife
Terms	12 months fixed term contract, 21 hours per week.
Line Manager	Centre Director, Falkland Stewardship Trust
Line Management responsibilities	Project Officer

Background

Building Our Bright Future will offer training and skills development in natural building (wood and earth), utilising the beautiful designed landscape of Falkland Estate. We will support disadvantaged young people who want to be outside learning new skills in natural building. Workshops will be fun, build confidence and help young people towards healthy, purposeful lives.

We will offer certified certificates of achievement including ECVET Earth building.

A key ingredient of this skills training will be to work on real projects. Young people will be inputting into the design and creation of simple facilities but they will also help to be decide what these projects are. The projects that are worked on will leave a legacy for other young people to enjoy the landscape, heritage and outdoors.

Our partners are Clued Up, a wonderful youth-led organisation working in the most deprived parts of Fife with young people affected by drug and alcohol abuse.

As Project Coordinator you will be responsible for the overall delivery of the project 'Building Our Bright Future'

Main duties and responsibilities:

1. Plan, manage and synchronize the range of activities for the 24 months of the project.
2. Work with the Project Officer to deliver a series of well run workshops.
3. Advertise, recruit and appoint appropriate expert contractors (outwith the skill set of the Project Officer), ensuring all contractors are compliant with contracts including insurance, risk assessments and PVG requirements.
4. Report to funders as well as the Falkland Stewardship Trust board in a timely fashion
5. Manage the project budget.
6. Carry out all necessary risk assessments
7. Evaluate the impact and success of the project in line with its aims and objectives.
8. Ensure that the grant funders' requirements are adhered to at all times including reporting, publicity and procurement.
9. Coordinate publicity and social media for the project

Person Specification:

An enthusiastic and competent individual who can adopt a creative yet structured approach to working with young people on the delivery of a 24 month project. Key to the successful implementation of this work will be your ability to encourage and enable others, especially those with challenged backgrounds to participate and contribute to the project. The successful candidate will have a demonstrable background in project management and offer a willingness to work in a team environment.

PERSON PROFILE FOR PROJECT COORDINATOR

	Essential	Desirable
Skills and Qualifications	Degree or equivalent qualification in a relevant subject (eg mental health, creative industries, skills training, business development, community engagement)	Post graduate qualification or practical experience in a relevant subject e.g. project management.
Specialist Knowledge & Skills	<p>Excellent organisational skills including project and budget management, record keeping and reporting as well as evaluation.</p> <p>At least three years experience of working with individuals or groups from a variety of challenging backgrounds.</p> <p>At least three years supervisory or team management experience.</p> <p>Knowledge of current building regulations and legislation around disposal of sewage.</p> <p>A commitment to following and compliance with health and safety procedures.</p> <p>Experience of organising events</p> <p>Demonstrated experience of working with digital and social media</p> <p>Production of high quality work to deadlines</p> <p>Good working knowledge of Microsoft packages</p> <p>Good diplomatic skills</p>	<p>Experience of managing grant funded projects.</p> <p>Experience or a professional qualification in building/construction/or structural engineering/design.</p> <p>Experience of supervising and monitoring the work of contractors and volunteers or trainees</p> <p>An interest in environmental sustainability, and working with locally sourced natural materials</p>

Interpersonal & Communication Skills	<p>Highly developed verbal and written communication skills, with demonstrated ability to communicate effectively with people who are disadvantaged.</p> <p>Ability to network with a wide range of people, organisations and communities</p> <p>Good presentational skills</p>	<p>Experience of working in partnership with young people to deliver fully costed, detailed project plans</p>
Relevant Experience	<p>Proven, wide-ranging experience in a relevant area of work with people from challenged backgrounds.</p>	
Additional Requirements	<p>Ability to travel independently throughout the project area</p> <p>Willingness to work occasional unsocial hours, weekends and/or evenings</p>	<p>Enjoyment of working outdoors.</p>

Essential:

- PVG check
- Two references

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether a reasonable adjustment can be made.





Project Officer (Building Our Bright Future) Job Description

Job Title	Project Officer (Building Our Bright Future)
Salary	£19,055 per annum (pro rata applied)
Location	Falkland Estate, Fife
Terms	12 months fixed term contract, 21 hours per week
Pension	There is a work based pension in operation
Line Manager	Project Coordinator (Building Our Bright Future)
Line Management responsibilities	None

Background

Building Our Bright Future will offer training and skills development in natural building (wood and earth), utilising the beautiful designed landscape of Falkland Estate. We will support disadvantaged young people who want to be outside learning new skills in natural building. Workshops will be fun, build confidence and help young people towards healthy, purposeful lives.

We will offer certified certificates of achievement including ECVET Earth building.

A key ingredient of this skills training will be to work on real projects. Young people will be inputting into the design and creation of simple facilities but they will also help to be decide what these projects are. The projects that are worked on will leave a legacy for other young people to enjoy the landscape, heritage and outdoors.

Our partners are Clued Up, a wonderful youth-led organisation working in the most deprived parts of Fife with young people affected by drug and alcohol abuse.

As Project Officer you will be responsible on a day to day basis for organising and delivering workshops for Building the Future. Depending on your skill set, you will run the majority of woodworking, green working or craft based activities.

Main duties and responsibilities:

1. Delivery of workshops, teaching basic woodwork, green woodwork and craft skills to young people.
2. Demonstrating to young people the safe use of tool handling and supervising them in this work.
3. Set up of venue/site in preparation for workshops and activities. Ensure venue/site are kept tidy and compliant with health and safety at all times. Create a safe yet relaxed and friendly environment in which young people aspire to work in and can thrive.
4. Check all tools and equipment are fit for purpose and any issues are duly reported and dealt with. Ensure all tools are returned and properly stored securely.
5. Ensure all participants and staff members are compliant with all necessary health and safety regulations, are wearing appropriate PPE and that all insurance and risk assessment checks are carried out to the highest standard.

6. Keep appropriate records of attendance and ensure evaluation forms are completed at the end of each activity.
7. Keep photographic records of activities and ensure participants give permission (or otherwise) for use of photography and other media.
8. Assist the Project Coordinator and contractors with the ordering of materials
9. Organise refreshments for the project activities and assist with arranging transport for participants as required.

Person Specification:

We are seeking a competent individual with good joinery construction skills and genuinely interested in working with young people. You will have an easy going personality but have a structured approach to your work and able to work calmly under pressure.

PERSON PROFILE FOR PROJECT OFFICER

	Essential	Desirable
Skills and Qualifications	Two years of practical joinery work.	Apprenticeship in appropriate related sector.
Specialist Knowledge & Skills	An understanding and strong commitment to compliance with health and safety procedures. Good people skills Experience of working in a team environment. At least one year's experience of working with young people.	Full clean driving licence. Up to date chainsaw qualification. Other trade tickets in forestry machinery eg forklift driving. A knowledge of timber processing and the different properties of native trees. An interest in environmental sustainability, and working with locally sourced natural materials. One year's experience of working with young people from deprived backgrounds.
Interpersonal & Communication Skills	Ability to communicate with a wide variety of people.	
Additional Requirements	Willingness to work occasional unsocial hours, weekends and/or evenings	Enjoyment of working outdoors.

Essential:

- PVG check
- Two references

If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether a reasonable adjustment can be made.

