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## **BF Adventure – Job Description**

### **Post Title: Game Changer Programme Coordinator – Skills for Work**

**Salary:** Level 5 £20,475-£24,570 pro rata

**Hours:** 21 per week (Some evening and weekend work may be required)

**Tenure:** Part-time Fixed term to Aug 31<sup>st</sup> 2019 (This post is directly funded through the Lottery/ESF contract and continuity in post beyond this date is subject to additional funding streams and is therefore not guaranteed)

**Responsible to:** Charity Business Manager

**Key Accountability/Budget Responsibility:** Development and delivery of BF Adventure's ESF/Big Lottery funded Building Better Opportunities – Young People First programme as part of RIO's Game Changer

#### **Overall purpose**

The Game Changer Programme Coordinator – Skills for Work is responsible for the development and delivery of BF Adventure's role in the RIO Game Changer programme in line with organisational and contractual requirements.

#### **Accountability**

The Game Changer Programme Coordinator – Skills for Work is accountable to the Charity Business Manager.

#### **Duties and Responsibilities**

To proactively manage BF Adventure's Game Changer provision for young people aged 15 years and upwards, including:

- To effectively manage and support the Game Changer Support Worker in line with management and supervision framework at BF Adventure
- To manage the contract deliverables for the programme, including quarterly profiling against targets, paperwork returns, attendance and participation at relevant contract meetings (with support of CBM).
- To support young people, with a primary focus on Electively Home Educated young people, on the Game Changer programme providing support and challenge.
- To work with individual young people to undertake assessments, action planning and reviews.
- To work with the sector facilitators to enable young people to engage with the opportunities of Game Changer
- To ensure progression routes for young people from the programme into education, training and employment.
- To undertake IAG and pre programme assessments/ eligibility checks of young people.
- To signpost ineligible young people to the most appropriate provision.

- To support young people to engage with other provision and support as appropriate during or on exit from the Game Changer project.
- To communicate with young people, families and other stakeholders regarding Game Changer programme and young people's progress (as appropriate).
- To empower young people to make effective decisions about their futures and careers.
- To adhere to policies and procedures
- To ensure the timely completion of all programme paperwork
- To ensure young people receive a timely service with reviews undertaken a minimum of every 4 weeks.
- To ensure that young people have access to travel, childcare, caring support as required to engage on the programme.
- To provide 1 case study per month to enable learning across the programme and for marketing purposes as appropriate.
- To support young people profiling for the benefit of young people and employers
- To support young people to develop a sense of belonging to the Game Changer programme.
- To develop and maintain professional communications with referring agencies, other professionals and parents and carers, in order to offer young people appropriate services with a multi-agency approach.
- To maintain up to date knowledge of referral pathways, deliverable evidence required, progression routes and funding streams in order to optimise programme quality, uptake and relevance.
- To attend delivery partner meetings as required by RIO
- To compile monthly progress reports as required by RIO
- To record all time spent on Game Changer work on timesheet provided and to retain an overview of the time spent
- To work closely with the Charity Business Manager and Finance Manager to ensure services and associated costs are being delivered against budget and agreed outcomes.

#### **Key Performance Indicators**

- Responsible for engaging and supporting 40+ young people onto the Game Changer programme per year.
- To support 65% of young people into positive progression
- To ensure all paperwork is submitted to RIO within 5 working days of completion
- To ensure all referrals are engaged on the programme within 5 working days

#### **Additional Competencies**

- To take pro-active interest in the development of national and local policy or agenda related to area of responsibility.
- To promote BF Adventure whenever possible including when attending relevant meetings and networking events.

#### **Other**

Due to the varied and ever changing nature of operations at BF Adventure you may be required to undertake additional roles, responsibilities and tasks\* as necessary to facilitate the smooth running of activities \*(within your level of experience, training and capability)

## Person Specification

### *Essential qualification/requirements:*

- Degree level qualification or 3+ years' experience in youth work, teaching or instructional role
- Experience of working with young people who are NEET or considered 'at risk'
- Experience of implementing and understanding of individual learner plans
- Experience of Safeguarding children, young people and adults in an education or youth work setting
- Experience of working using a multi-agency approach
- Experience of co-ordinating ESF funded programmes, including management of evidence returns
- Excellent written and oral communication skills
- IT literate (Microsoft Word, Excel and Outlook)
- To hold a full Driving Licence and to have access to an appropriate vehicle suitable for Business use

### *Desirable qualification / skills:*

- 3+ years coordination experience
- Evidence of design and delivery of programmes
- Formal qualifications in either teaching, youth and community work or social work
- Evidence of putting policies and procedures into practice and adapting into a range of user accessible formats
- Understanding of local and national government agendas
- Training/ facilitator skills
- Outdoor activity qualifications or experience
- First aid qualified

### *Personal Qualities*

- Commitment to BFA mission statement, objectives and 'Staff Success Factors'
- Strong leadership qualities; sound judgment; able to delegate effectively
- Effective under pressure and well practiced at time management
- Proactive team player with excellent communications skills
- Approachable, open and flexible
- Impress with your enthusiasm for the outdoors
- Commitment to personal development
- Self-aware and able to reflect
- Good sense of humour
- Non-discriminatory



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