



## JOB DESCRIPTION

### PROJECT CO-ORDINATOR

Hours:	21 per week
Reporting to:	Contract Manager
Project	CAF – Just the Job

#### MAIN PURPOSE OF THE POST:

- Oversee the coordination of the Just the Job project and line manage project Key Workers.
- Offer an intensive programme of support, targeting unemployed young people from the most deprived areas of Leeds, helping them overcome barriers and move them into education, or closer to/into employment, improving their future life chances and choices.

#### DUTIES:

- To understand and promote the programme, targets and funder requirements
- To strengthen existing relationships with organisations by working closely with our partners, funder, LCC, Job Centre Plus and other Third Sector Organisations that offer appropriate referrals, interventions' and progression opportunities
- To generate new partnerships for the benefit of young people and the project
- To supervise and manage the Key Workers, ensuring the project outcomes are successfully achieved, conducting performance reviews, supervision and team meetings.
- Line manage Key Workers supporting with continuous professional development
- To attend or organise partner and funder meetings as required, ensuring effective working and the sharing of good practice
- To ensure that all evidence paperwork is present and correct in line with funder requirements
- To develop and review project paperwork and complete funding reports.
- To flexibly adapt to project needs and help implement change accordingly
- Operate a 'can do' policy within the team to resolve day to day issues which arise for the young people

#### GENERAL:

- Attend internal and external meetings and other key functions as required
- To perform in a professional and appropriate manner at all times as a representative of Learning Partnerships
- Any other duties which are commensurate with the post
- To ensure compliance to all Learning Partnerships policies and procedures