



Children & Young People Project Co-ordinator & Bid Writer Job

Description:

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|--------------------|---|
| Post Title | Children & Young People Project Co-ordinator & Bid Writer |
| Grade | £28,000 - £30,000 per annum (pro rata) 42 weeks a year |
| Location | Based at Edmonton County School initially |
| Reports to (Title) | Edmonton Community Partnership - Chief Executive Officer (CEO). |

PURPOSE OF THE JOB:

The post holder will support the Chief Executive Officer (CEO) in most areas of their work, in particular:

1. Identify and secure funds for sustaining existing projects as well as for developing new projects that meet the needs of the community in Edmonton. This includes bid writing to generate funds for extracurricular activities for children and young people, family learning opportunities, counselling provision and any other projects identified as a priority.
2. Set up, lead and manage various projects from start to finish including evaluations and returns to funders. This includes coordinating activities, managing the budget, marketing and PR (including social media).
3. Establish, broker and sustain partnerships between schools across the Edmonton Community Partnership.
4. To provide administrative support for twice termly network meetings including Parent Support Advisors, Attendance Officers and any other network agreed by the Chief Executive Officer (CEO).
5. Help develop a relevant enrichment and extra curriculum offer for our Primary and Secondary school, which builds upon our partnerships and connections and focuses on early intervention.
6. Develop partnerships and liaise with external agencies including voluntary, private and public sector organisations to increase opportunities for schools and the local community.
7. Events management including organising cross partnership staff training events, Children's University Graduations for all Enfield Schools, the Edmonton Glee Celebration and any other events agreed through the Headteachers' network.
8. To develop creative and innovative opportunities for children and families in Edmonton.
9. To carry out all duties in accordance with Edmonton Community Partnership policies on Health and Safety, Child Protection and Data Protection, taking relevant legislation into account.
10. Any other duties appropriate to the post as directed by Edmonton Community Partnership.

Edmonton County School (Bury Campus)
 Little Bury Street, Edmonton, London, N9 9JZ
 Charity No. 1172144
 Company Limited by Guarantee (England & Wales)
 No. 09779726

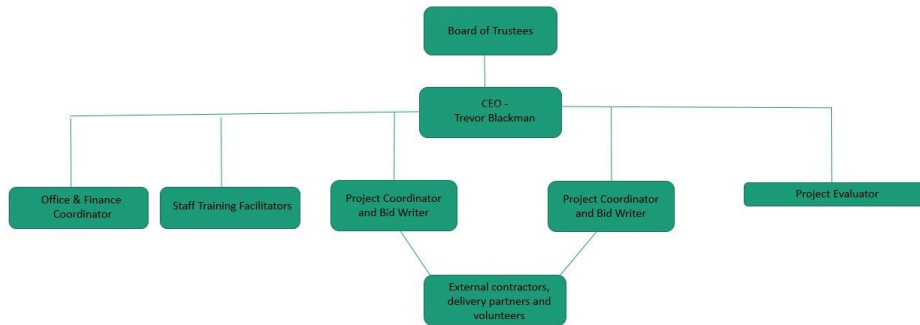
Email: info@edmontoncommunitypartnership.org
 Web: www.EdmontonCommunityPartnership.org



ORGANISATION CHART:



Organisation Organogram – Edmonton Community Partnership



1. SUPERVISORY RESPONSIBILITY:

Providing line management responsibilities to our team of two mentors and supporting their CPD.

2. DUTIES:

4.1 Support and administer a number of ECP network meetings. This will include:

- Agreeing dates for meetings and sourcing venues, preparing agendas.
- Chair meetings, taking and distributing minutes.
- Follow up actions including setting up training and new projects.
- Establishing new networks in consultation with Headteachers and reviewing existing networks.

4.2 Research the availability of funds i.e. from charities, voluntary organisations, private businesses and public bodies to further the charities objects and set up projects according to the priorities agreed by ECP.

4.3 Write, edit and complete high quality funding bids to deadline in order to deliver projects in schools that enhance enrichment opportunities for children and parents in Edmonton.

4.4 Completing tenders for Local and Central government funding

4.5 Develop creative and innovative solutions and project ideas that address need and overcome issues/barriers identified through the networks.

4.6 Lead and manage various projects (especially all VRU funded projects) including sourcing providers, timetabling sessions, quality assurance, carrying out evaluations etc. Manage these projects from start to finish.

4.7 Develop links with community providers and local businesses in order to source opportunities for partnership working and increase support for Edmonton schools either financially or by other means.

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- 4.8 Carry out consultation with stakeholders including children, young people and parents/carers
- 4.9 Collect and process data, identify gaps in provision and areas of need, and establish projects/interventions to address these gaps.
- 4.10 Develop and promote partnerships between schools and other agencies: Health, Council, Police, Voluntary Sector in order to improve opportunities and outcomes for families in Edmonton.
- 4.11 Co-Lead and manage ECP events including fundraising and celebration events for the local community.
- 4.12 Represent the partnership where necessary including attending conferences, Internal and external meetings.
- 4.13 Undertake any other duties within the scope and grade of this post in relation to the Edmonton Community Partnership.

GENERAL REQUIREMENTS:

- To undertake any reasonable duty at the request and discretion of the Edmonton Community Partnership - Chief Executive Officer (CEO).
- The post holder will be expected to comply with the charities policies and procedures at all times. These include, but are not limited to child protection, equal opportunities, data protection and health and safety.
- In order to deliver their work satisfactorily the post holder will be trained and coached in the relevant procedures and policies of the charity.
- The key tasks listed above are only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendment to take account of changing circumstances. Any changes will be made following discussion with the post holder.

All schools and services in Edmonton are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.

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Person Specification for the post of ECP Children & Young People Project Co-ordinator & Bid Writer

Experience:

| | Essential | Desirable | Source |
|--|-----------|-----------|--------|
| Experience of successful tenders and bid writing. | ✓ | | SS/I |
| Experience of successfully researching and sourcing funding opportunities | ✓ | | SS/I |
| Experience of managing children and young people's projects and/or events and ensuring quality provision | ✓ | | SS/I |
| Experience and understanding of effective partnership working with other services and agencies | ✓ | | SS/I |
| Previous line management experience | | ✓ | SS/I |
| Experience of working in an environment supporting children, young people and families | | ✓ | SS |
| Experience of delivering presentations and acting as a representative for organisations at both internal and external forums | | ✓ | SS |
| Data collection and management | | ✓ | SS |
| Experience of monitoring and evaluating projects to demonstrate impact | | ✓ | SS |

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Knowledge, Skills and Abilities:

| | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| Excellent communication skills with the ability and confidence to establish positive relationships with children, and young people and motivate them to participate in activities and events | ✓ | | SS/I |
| Ability to develop programme ideas and deliver engaging projects for children and young people | ✓ | | SS/I |
| Knowledge and understanding of an outcomes based approach to measuring performance. | ✓ | | SS/I |
| Knowledge of external funding opportunities available to support the delivery of enrichment and extra-curriculum activities including an understanding of the different types of funding providers. | ✓ | | SS/I |
| Financially aware with the ability to plan simple budgets | | ✓ | SS/I |
| A working understanding of safeguarding children and young people and how to maintain appropriate professional boundaries | ✓ | | SS/I |
| Politically and creatively aware and 'plugged in' to emerging youth sub-culture with a good knowledge of social media and how it can affect young people's lives | ✓ | | I |
| Ability to broker effective and sustainable partnerships with other agencies and key stakeholders | ✓ | | SS/I |
| Ability to communicate complex issues clearly and effectively, orally and in writing, to a wide range of audiences | ✓ | | SS/I |
| Ability to develop creative and innovative solutions to identified problems | ✓ | | SS/I |
| Strong self-management and organisational skills, including the ability to work under pressure, meet deadlines in an organised manner. | ✓ | | SS/I |

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|--|---|--|------|
| Understanding and appreciation of the importance of data collection, monitoring and impact evaluation in a children and youth work setting | ✓ | | SS/I |
| Ability to write persuasively and present project plans and evaluation reports | ✓ | | SS/I |
| Ability to prioritise workload | ✓ | | I |
| Good interpersonal skills | ✓ | | I |
| Level 2 JNC or relevant youth work experience in an inner city environment | ✓ | | SS/I |

Personal Qualities and Abilities:

| | Essential | Desirable | Source |
|--|-----------|-----------|--------|
| Strong ICT skills. | ✓ | | SS/I |
| Respect and value the different experiences, ideas and backgrounds others can bring to work and to teams | ✓ | | I |
| Flexible and approachable yet resilient under pressure | ✓ | | I |
| Prioritise, plan and organise themselves | ✓ | | SS/I |
| Think creatively to anticipate and solve problems and address needs of the schools | ✓ | | SS/I |
| Ability to see the big picture and have an eye for detail | ✓ | | I |
| A working understanding of equality and diversity with the ability to challenge discriminatory behaviour | ✓ | | I |

SS: Supporting Statement

I: Interview

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