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# Job Description

Job title: **Waypoint Project Co-ordinator**

Responsible to: Youthlife Manager

Salary NJC Scale SO1 £26,822 pro rata £14,498

Hours of work 20 hours per week

Located at Youthlife Centre with regular travel across Derry and Strabane and Causeway Coast and Glens Council areas

Type of contract Time –limited funded post July 2017- July 2020

# Purpose of the job

The Waypoint Project is a new programme for children and young people aged 5-18 years who have experienced bereavement or loss. Children and young people referred to Youthlife will access a range of age-appropriate and evidence-based support from specialist therapists, which will be informed by and complementary to any existing care plans. Young people will also be able to have one-off or shorter term support at times of particular need. The therapeutic programme will focus on less-available specialisms such as Art Therapy, Equine Therapy, Solutions-focused Brief Therapy and Life Coaching. The Waypoint Project will also offer a holistic youth-led peer mentoring scheme, incorporating the '5 Ways to Wellbeing', delivered by trained Peer Mentors with guidance and support from qualified therapists and Safeguarding professionals.

We are looking for a Project Co-ordinator to work effectively with a range of professionals to organise support for children and young people relevant to their needs, wants and existing care plans.

Our priorities are:

* Development of the Waypoint Project as a provider of safe and effective specialist services, supporting children and young people aged 5-25 affected by bereavement, separation and loss.
* To enable and empower a diverse range of young people to effectively contribute to and shape the Waypoint Project, so that it is always directly informed by the lived experiences of children and young people and has maximum impact and reach.
* To develop our existing partnerships with statutory agencies and voluntary/ community sector providers to ensure that children and young people affected by bereavement and loss get the right support from the right person at the right time.

# Scope of the job

As Project Co-ordinator, you will focus on co-producing this support programme with specialist therapists, young people and other professionals from a range of disciplines. You will provide expertise and vision to grow the work, maintain ethical standards, meet funding programme objectives, increase our impact and develop Youthlife’s longer-term sustainability.

You will be based in the Youthlife Centre, reporting to the Manager, and working closely with staff and sessional therapists and a team of young Peer Mentors. Your job will involve regular contact with colleague providers across all sectors, regulatory bodies and funders, regional frameworks and strategic partnerships for Children and Young People. This will necessitate regular travel throughout the region.

You will be working within a charitable company structure, governed by a voluntary Board of Directors and working to the Memorandum and Articles of Youthlife.

You will be working within a data development agenda, collating and analysing the learning from the project, reporting our impact to funders and all stakeholders and collaborating on future funding applications and tender bids.

# Role specific responsibilities

1. Co-produce support options for children and young people affected by bereavement and loss which are informed by and complementary to their needs, wishes and any existing care plans

2. Create and maintain monitoring and recording systems to capture project outcomes information

4. Recruit and support a diverse and representative group of Peer Mentors so that they can take part in service delivery, promote the project to other young people and contribute to training others in the community as Peer Mentors

5. Co-ordinate, evaluate and quality-assure the provision of accredited training in Peer Mentoring Practice within Youthlife and in outreach venues in the community in Years 2 and 3 of the project.

6. Maintain positive and constructive working relationships with referral agents across statutory and voluntary services and seek opportunities to share learning and develop practice with them.

7. Take part in Youthlife’s staff performance review process to regularly review your priorities and objectives in order to ensure that are delivering the desired impact.

8.Undertake other duties that may from time to time be necessary, and that are compatible with the nature and grade of this post

**Expectations**

1. To ensure all responsibilities and activities discharged within the post are consistent with the terms and spirit of Youthlife policies and keep safeguarding at the heart of our work

2. A commitment to playing your part in ensuring outcomes based accountability

3. The post will be routinely expected to travel across Northern Ireland and sometimes work outside normal working hours, including occasional requirement for weekend work.

4. To ensure professional conduct at all times when representing Youthlife within the community, supporting children and young people, attending meetings and any other communication.

7. To observe an appropriate level of confidentiality at all times

8. A commitment to your continuing professional and personal development and to your self-care

THIS POST IS SUBJECT TO AN ACCESS NI CHECK AT AN APPROPRIATE LEVEL. HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH YOUTHLIFE. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES OR OTHER INFORMATION CONTAINED ON A DISCLOSURE CERTIFICATE OR PROVIDED DIRECTLY TO US BY THE POLICE.

***This job description is not meant to be definitive or restrictive but will be revised to meet the needs of the organisation. Any changes to the Job Description will be made in consultation with the post holder***