

Job Advert – Part-time Project Leader, Manchester

Based in Manchester, part time, £9 per hour, 9-month fixed-term contract. Deadline for applications: 15th September 2019. Approx 6-7 hours/week during term time (specific hours to be determined once projects are confirmed)

About Citywise: We see hundreds of young lives transformed every year through the power of self-giving character mentoring. We are looking for someone to join our team of motivated and highly committed staff, someone who wants to develop their career in the charitable sector, and help us to continually improve our work at the cutting edge of youth character education in the UK.

About the role: As a Citywise Project Leader you will have responsibility for the delivery of one project under the supervision of the Programme Manager for Manchester. You will plan, manage and supervise a team of volunteer mentors to deliver the Citywise curriculum through high quality, fun and educational sessions.

Main areas of Responsibility:

Recruitment & Training

- Supporting the rest of the Citywise Manchester Team by attending volunteer fairs at Manchester Universities and undertaking any tasks relating to these events
- Helping the Manchester Programme Manager select suitable volunteers for your project and communicate with these volunteers through the recruitment and training process
- Attending/delivering training sessions with the rest of the Manchester Team and ensuring all volunteers in your projects have completed all necessary training before commencing the project

Session Planning

- Follow the session plans in the Citywise curriculum
- Adapt each session to the needs and pace of the project
- Prepare resources before the project

Session Delivery

- Taking responsibility for the running of every session, including time keeping and keeping to the learning outcomes
- Briefing mentors before the project
- Debriefing mentors after the project
- Managing the behaviour of young people and mentors on the project
- Communicating with schools about the use of facilities and updates about the project

Session Monitoring & Evaluation

- Completing weekly attendance registers for young people and mentors
- Monitoring young people's progress for the end-of-year report. This includes tracking young people's learning in four aims: Young people will have (1) A better understanding of their character; (2) Improved attitudes towards learning; (3) Greater emotional wellbeing; and (4) Developed their pro-social skills
- Handing out and collecting evaluation forms to mentors, young people, parents and teachers
- Creating the end-of-year report about the progress, activities and evaluation of the project

Managing the Mentors

You will be responsible for the behaviour and development of each mentor on the projects you are responsible for and for supporting them in their mentoring experience as required. This will include:

- Sending them the session plan as well as any preparation they need to do, and reminding them to attend and be on time (ideally at least two days before the session)
- Communicating via a WhatsApp group set up by Citywise
- Building a personal relationship with the mentors
- Discussing any safeguarding issues that arise with mentors in line with your training
- Providing on-going support to enable them to become effective mentors
- Supporting events planned by Citywise and encouraging mentors on your project to socialise to foster team spirit

Involving parents

Relationships with parents are key in the mentoring service we provide as they are children's primary educators. With this in mind, you will be responsible for:

- Contacting them (phone/face to face meeting/WhatsApp) to introduce yourself and the project at the beginning of each project
- Sending regular updates about the progress of the project, as agreed with the Programme Manager
- Working with the school, Programme Manager and Family Services Manager to organise at least one event during the year that parents can be invited to. This will be the End-of-year celebration, but can also include other events.

General Duties:

- Complete First Aid and Safeguarding training to prepare for the role of Project Leader
- Carrying out other duties as reasonably expected in the course of your employment, including general administration, support of fundraising activities etc.
- Travel to and participate in training, special projects and meetings for all Citywise UK staff

Pay:

- £9 per hour (Real Living Wage). Specific hours to be determined once projects are confirmed.
- You will be issued a fixed-term contract for 9 months from 23rd September 2019 – 12th June 2020

How to apply:

- Apply online at <http://citywise.org/about/job-opportunities/> Closing date for applications is Sunday 15th September 2019 at 10pm.
- You may be invited for an interview as part of the application process. Interviews will take place on Thursday the 19th of September.
- Successful candidates will be required to undergo a DBS check.