



PROJECT CO-ORDINATOR

Salary: £24,000 - £31,500 (pro rata for 41 weeks a year, dependent on qualifications and experience)

Contract: Permanent job, working 10 months of the year (off in the summer). This role averages 43 hours per week flexi time. There are four residential weeks away from home (69 hours per week), plus mostly afternoon and evening work. We will consider part time / job share applicants.

Location: Glasgow, with travel across the central belt of Scotland

Project duration: project year runs every year over 10 months, from August-June. You will join this year part way through in January 2022.

The Mark Scott Leadership for Life Award Programme

The Mark Scott Leadership for Life Award is a project of educational charity: The Outward Bound Trust. The Award is a youth volunteering award for students in the sixth year of secondary school. It begins with a five-day outdoor residential followed by a four-month community project. Participants design, plan, organise and deliver the community project, fundraising if necessary.

Job description

You'll make sure the award runs smoothly. You'll co-ordinate and communicate with participants, groups and schools, keeping them involved and informed. You'll prepare participants for their residential course and attend it with them, working alongside Outward Bound instructors to facilitate their learning. You'll then supervise their preparation, learning, planning and practical delivery of their community project.

Specific support for the Leadership for Life Groups in the central belt of Scotland includes:

- Delivery of residential programme at Outward Bound Loch Eil alongside their instructors
- Weekly progress checks with group members, including 'out of hours' support
- Support of community project
- Preparation of required reporting
- Attendance at project team meetings
- Liaison with school champions
- School presentation to recruit young people
- Delivery of the Award ceremony

From April to June key tasks will include:

- Finalising all recruitment in schools
- Managing database upkeep and data entry
- Liaising with the team so all available places on the Award are filled.

Please note

- The successful applicant will need to be able to travel independently around the central belt of Scotland (ideally having your own car).
- You will need to provide two references (one from your last employer, one confirming your ability to work with young people). These will only be asked for once a job is offered.
- You'll also have to undertake a disclosure check with Disclosure Scotland at PVG level.

Person specification

Attribute	Required	Desirable
Youthwork experience	Proven ability to deliver learning outcomes in a sensitive and effective way in an informal environment. Ability to relate to and look after secondary students in 6 th year.	Certificate in youthwork practice or professional youthwork qualification or degree. Experience delivering learning models both formally and in an experiential context.
Outdoor experience	Hold Summer MLC, First Aid and RCI training with canoe experience	RCI/CWA cert, BC/SCA canoe quals and RPIOL registration.
IT skills	Use of Microsoft Outlook and Word, use of smartphones	Social media experience, use of Microsoft Office packages
DIY experience	Ability to supervise basic DIY tasks such as basic joinery and painting.	Personal experience of basic DIY. Competent with basic hand/power tools
Risk assessment	Able to follow risk assessments and use questioning as a quality control method	Proven ability to use risk assessments and to generate dynamic assessments in a range of environments
Delivering presentations	Ability to deliver formal presentations in a school environment or similar	Experience delivering formal presentations in schools
Self-management	Able to work evenings and weekends as required and to manage own time.	Work in a flexible self-managed environment to clear objectives.
Communication	To be an active communicator with teams and management	
Teamworking	Demonstrate good teamworking within small teams and larger organisations.	Experience of alone remote working, and within a small interdependent team

Salary and benefits

- Salary is £24,000 - £31,500 (dependent on qualifications and experience). Pro rata for your duration of the 10 month project.
- Life assurance: 3 x salary, covered from start date; includes Employee Assistance helpline.
- 8 weeks' sick pay at full salary in any 12 months.
- Long-term disability insurance: 2/3 salary less state incapacity benefit after 6 months' absence for up to 5 years, covered from start date.
- Personal accident insurance while at work or commuting.
- Health cash plan: Mediacash, automatically enrolled on start date; taxable benefit.
- Pension scheme (currently Pensions Trust): on application after completion of probation; contributions 5% from employee and 5% from employer.
- Berghaus uniform items provided. Opportunity to purchase Berghaus products at discount.

How to apply

To apply, please send an email or a letter (not more than two sides of A4), saying why you're the person for this job as well as a copy of your up to date CV, by **9am on Monday 15 November**. Send them to Steve Mackenzie: steve.mackenzie@outwardbound.org.uk

If you're shortlisted for the job, interviews will be held w/c 29 November in Glasgow or Fort William. Your contract will begin on Wednesday 6 January 2022.