

**Name:****Job Title:** Local Project Coordinator (LPC)**Specific AOR:** Newry, Mourne & Down and Ards & North Down**Reports to:** Managing Director**Location of Post:** Peace House, 224 Lisburn Road, Belfast BT9 6GE**Status of Post:** 150 hrs a month. Initially for 6 months with possible extension subject to funding.**Payment Rate:** £14.68 per hour

*NB, post is commensurate with NJC scale 2023, 5 and 6 points 12 - 22

Overview

The Local Project Coordinator (LPC) is a full-time (sessional) operations professional that will be responsible for developing, coordinating and implementing all tasks related to the planning and delivery of PP-NI's cross-community basketball/community relations programmes in specific geographical areas.

Geographical areas of responsibility:

- **Newry, Mourne & Down**
- **Ards & North Down**

Networking

- Develop delivery and funding relationships with local schools, sports, youth and church groups and with other local community organisations/centres and stakeholders (i.e. institutions e.g. PSNI, Education Authority) that will facilitate:
 - Recruitment of a minimum of 2 new local coaches to deliver PP-NI programmes in each area.
 - Establish a local steering group and/or connect with an existing/established youth and community advisory body.
 - Participant recruitment (including Twinning, BDP and LDP) in line with annual and funder targets.

School Twinning

- Confirm and set up Twinning with the Scaling Project Coordinator (SPC) and with appropriate Council staff / other local partners (e.g. YMCA Newcastle, Newry Flyers).
 - Schedule/conduct initial meetings with school principals and/or coordinating teachers.
 - Arrange dates, times, and staff (including a lead coach) to facilitate sessions – identify, contact and confirm coaches for sessions via weekly communications.
 - Book and confirm all logistics for programmes.
 - Dissemination and collection of paperwork, to include but not exclusively, participant registration sheets, attendance records, pre-programme and post-programme surveys.
 - Provide the Core Programming & Curriculum Specialist (CP&CS) with confirmed delivery details (dates, venues and coaches) for inclusion on annual/ semester twinning calendar.

- Contribute to recruitment of new schools to the programme (assemblies / single ID taster sessions).
 - Contribute to the on-going review and revision of the School Twinning curricula with the CP&CS.
- Explore opportunities to develop new Twinnings with SPC.

Bridging Divides Programme (BDP)

- Coordinate 2 BDP in Newry, Mourne & Down, (1 in Newcastle and 1 in Newry)
- Coordinate 1 BDP in Ards and North Down, (Bangor).
 - Programme promotion and participant recruitment (Juniors 9 - 11 yrs and Seniors 11 - 14yrs).
 - Along with the SPC and local delivery partners / local steering group, identify 10-15 young leaders to engage with local leadership development opportunities.
 - Meet T:BUC camps and other funder requirements.
 - Logistics coordination for the programmes (venue, transport, and initial communication with coaches, parents and local partners).
 - Dissemination and collection of paperwork, to include but not exclusively; participant registration sheets, attendance records, pre-programme and post-programme surveys, in line with TBUC and other funder requirements.
 - Contribute to on-going review and revision of the BDP curricula with the CP&CS.
- Lead Coach on BDP
 - Create session plans for each delivery and share with the sessional coaching team 48hrs before the session.
 - Ensure M&E and reporting requirements are met.
 - Coordinate and lead delivery of PP-NI curriculum.
 - Complete coaches feedback form after sessions and encourage sessional coaches to do the same.
 - Collate and bring all support materials to sessions (basketballs, session plans and other paperwork (e.g. attendance sheets and surveys)).

General Duties

- To live into PeacePlayers core values (Seeing People as People; Inside Out Transformation and Culture of Collaboration) and culture statements.
- To act as a role model, gaining the respect and trust of the people with whom you work.
- Supporting delivery, including Good Relations facilitation as required.
- Assist with the planning and execution of annual tournaments planning and delivery (e.g. Jingle Ball and Summer Jam).
- Attend internal meetings:
 - All Staff Meetings (Bi-weekly Operations Meetings and monthly Culture and Strategy meetings)
 - Coaches Development Team
 - Blue-sky meetings
 - Support and Supervision meetings
 - Support and attendance at coaches training, when required
- To undertake other such tasks as reasonably required for the benefit of the organisation

Local Project Coordinator (LPC) Selection Criteria

PeacePlayers is seeking to recruit a Local Project Coordinator (LPC) for **Newry Mourne and Down, Ards and North Down**.

This is an open call, though PeacePlayers particularly welcomes applications from those who are currently registered as PeacePlayers coaches as well as to those that have served as a PeacePlayers coach in the past.

Applications should be returned by 12 noon on Friday 13th September 2024. There is no formal application form, rather candidates are asked to demonstrate and evidence in their written response how they meet the essential and desirable criteria outlined below.

Interviews for those shortlisted after this first stage of recruitment have provisionally been scheduled for the week commencing Monday 16th of September.

Applicants must prove their right to work in the UK

Local Project Coordinator (LPC)	
Essential	Desirable
<p>Experience:</p> <ul style="list-style-type: none"> ● Experience of making connections, networking and collaborating with a range of stakeholders (schools, funders, youth, sport and community groups). ● Experience of coordinating the logistics associated with delivery of events, projects and programmes (e.g. scheduling sessions; booking venues and transport). ● Experience in dissemination and collection of project related paperwork (e.g. participant registration sheets, attendance records and pre and post-programme surveys). ● Experience of leading a volunteer/small team. ● Experience of working within budget restrictions/operating within the financial procurement policies. 	<ul style="list-style-type: none"> ● Relevant related qualification (e.g. youth / community work, peace building, sports development, PP-NI OCN certification) ● Experience of using different approaches (sports, creativity) to facilitate cross community work with children and young people. ● Experience of delivering PeacePlayers programming and curricula (Twinning, Cross Community League). ● Experience of seeking new fundraising and/or sponsorship opportunities. ● Knowledge of the local area - or ability to gain local area knowledge to facilitate new opportunities.

- Experience of problem-solving and proven ability to work through and resolve issues with minimum assistance.

Skills:

- Excellent organisational and time management skills.
- Excellent verbal and written communication skills.
- Leadership skills.
- Presentation skills.
- Strong competency in ICT.
- Familiarity with risk management and quality assurance control.

Attributes:

- A positive attitude and outlook which makes it easier to handle the stress of unexpected challenges and also helps the entire team stay positive and motivated.

Other:

- Full drivers licence and access to a car or access to a form of transport that allows you to fulfil the obligations of this position.