

LINCOLN COLLEGE JOB DESCRIPTION

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| Post Title: | Project You Coordinator | Post Number: | CS1322P |
| Daily Supervision: | Head of Student Services | Grade: | CSS Scale 5/6 |
| Department: | Student Services | Last Updated: | September 2024 |

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

Lead the 'Project You' initiative across Lincoln College to enhance the personal development, health and wellbeing provision of students. Deploy non-formal youth work approaches to interest and motivate students to become involved in extracurricular enrichment activities that enable them to flourish and grow into responsible citizens making a positive contribution to life in modern Britain.

Plan, develop and provide high-quality, meaningful learning opportunities to enable students to improve their understanding and knowledge on a range of personal development issues including equality, diversity, health and wellbeing. Enable and support students to make a positive contribution to College life, in their communities and in their own personal and working lives.

Seek and secure external funding to enhance 'Project You' activities through effectively working in partnership with both College curriculum areas and a range of local, regional and national organisations. Involve students at the very heart of partnership events, activities and initiatives.

Plan, develop and establish social action projects with students to enable them to bolster their knowledge and skills in collaboration with progress coaches, the work experience team and other relevant College services. To improve students' work-related skills and boost their chances of progressing to meaningful careers in line with their studies.

Effectively promote 'Project You' and ensure students access relevant College services that support and nurture their progress, learning and wellbeing.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To lead the 'Project You' initiative across Lincoln College to enhance the personal development, health and wellbeing provision of students through purposeful extracurricular enrichment activities.
2. Deploy non-formal youth work approaches to interest and motivate students to become involved in activities that enable them to flourish and grow into responsible citizens making a positive contribution to life in modern Britain.
3. To effectively work in partnership with both College curriculum areas and a range of local, regional and national organisations; to provide enrichment opportunities that enable students to bolster their knowledge and skills and benefit local communities and 'good causes' such as local charities and neighbourhood projects.
4. Plan, develop and provide high-quality, meaningful learning opportunities to enable students to improve their understanding and knowledge on a range of personal development issues including equality, diversity, health and wellbeing.
5. Enable and support students to make a positive contribution to College life, in their communities and in their own personal and working lives.
6. Plan, develop and establish social action projects with students to enable them to bolster their knowledge and skills in collaboration with progress coaches, the work experience team and other relevant College services.
7. Through purposeful engagement and non-formal youth work approaches to help improve students' work-related skills and boost their chances of progressing to meaningful careers in line with their studies.
8. Produce, report, monitor and analyse engagement and impact measures of each aspect of Project You.
9. To work effectively with the Head of People Services and other staff to help support and enhance the health and wellbeing of Lincoln College staff.
10. To work closely with progress coaches to further enhance the College's tutorial programme and ensure that students accelerate their understanding and commitment to British Values, equality, diversity and are fully aware of the dangers of radicalisation and extremism.
11. To target 'at-risk' vulnerable students and work collegiately with Student Services, progress coaches, work experience team and careers team to ensure these students thrive in their studies and progress to meaningful destinations on leaving the College at the end of their studies. To actively listen to students and embed a solution-focused approach that removes all barriers to learning that enables students to flourish.
12. Provide a high-quality level of initial pastoral support, and where appropriate, referring to appropriate support services both within and outside the College.
13. Ensure consistent and appropriate application of the 'Learner Conduct' policy and procedure at all times.
14. To maintain occupational professional standards and expertise by conducting relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
15. To maintain high-quality standards appropriate to the post's responsibilities and functions.
16. To fully conform with the Health and Safety requirements relevant to the post.
17. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.



PERSON SPECIFICATION

| | Qualifications and Knowledge | Weighting | PSM |
|---|--|-----------|-----|
| 1 | Qualified to degree standard | E | A/I |
| 2 | Hold a minimum of level 2 qualifications in English and Mathematics | E | A/I |
| 3 | Information, Advice and Guidance qualifications to at least Level 2 | D | A/I |
| 4 | Possess or be willing to train and qualify to the full-time JNC Youth work qualification (L4+) | E | A/I |

| | Skills/Abilities – Interpersonal | Weighting | PSM |
|---|--|-----------|-----|
| 5 | Excellent communication skills (written and oral) | E | A/I |
| 6 | Ability to work in a non-discriminatory manner | E | A/I |
| 7 | Proven experience of successfully working with external agencies across a range of partnership opportunities to meet deadlines and funding expectations | E | A/I |
| 8 | An acute understanding of motivational techniques and non-formal youth work approaches that promote young people's development and enable them to learn and make good progress | E | A/I |

| | Experience | Weighting | PSM |
|----|--|-----------|-----|
| 9 | Proven experience of effectively working with young people with demonstrable, measured impact that improves their lives | E | A/I |
| 10 | Recent successful experience of youth work and/or teaching and/or providing pastoral support with young people in a formal and/or non-formal education setting | E | A/I |
| 11 | Experience of working with young people in matters of safeguarding, health and wellbeing | E | A/I |

| | Work Related Circumstances | Weighting | PSM |
|----|---|-----------|-----|
| 12 | The ability and willingness to conduct relevant staff development | E | A/I |

| | Skills/Abilities - Other | Weighting | PSM |
|----|---|-----------|-----|
| 13 | Effective organisational skills with the ability to prioritise, action plan and meet deadlines | E | A/I |
| 14 | Ability to work flexibly and to 'tight' timescale deadlines | E | A/I |
| 15 | Appropriate computer literacy to undertake duties such as 'PowerPoint', email and Internet | E | A/I |
| 16 | Ability to prepare high-quality learning material and resources | E | A/I |
| 17 | Ability to travel to different venues, events and locations as and when the post requires | E | A/I |
| 18 | Responsibility for safeguarding and promoting the welfare of children wherever applicable | E | A/I |
| 19 | Ability to effectively relate to young people and build positive relationships that are structured and result in positive outcomes for them | E | A/I |

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| Prepared By: | Sam Rees – Head of Student Services |
| Date: | August 2024 |

| Proposed Selection Method Key (PSM) | | |
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| A = Application | I = Interview | T = Test |