



JOB DESCRIPTION

Job Title: Mind our Future Gwent Project Officer

Employed by: ProMo-Cymru

Salary: Scale B Point 1 £23,471 to Scale B point 6 £27,526 per annum (Starting salary £23,471)

Location: ProMo-Cymru offices and home-working

Hours of work: Full-time (35 hours per week). Part-time /job share applications are welcome.

Holidays: 23 days per annum

Length of Contract: Permanent (subject to funding)

Responsible to: Mind Our Future Gwent Project Manager

Responsible for: Project support staff

ProMo-Cymru Vision

ProMo-Cymru works to ensure young people and communities are informed, engaged, connected and heard.

How We Work

We work collaboratively to make links between people and services using creativity and digital technology. Supporting the third and public sectors to imagine, test and create better services.

ProMo works with communities through communications, advocacy, cultural engagement, digital and media production. Our work is informed by over 20 years of delivering digital youth information projects. We share this knowledge through training and consultancy, forming long term partnerships to benefit people and organisations.

ProMo is a registered charity and social enterprise; our profits are invested

back into our community projects.

MAIN PURPOSE OF THE POSITION

ProMo-Cymru is looking for an enthusiastic and self-motivated **Project Officer** to support the delivery of the National Lottery-funded Mind our Future project.

Working hand-in-hand with lead delivery partner Newport Mind, our project partners and young people over a period of 5 years, we will be designing new approaches for the prevention and early intervention of mental health problems in young people living in Gwent.

As a valued member of the ProMo-Cymru team you will deliver the exciting and innovative Mind Our Future Gwent project. Placing young people at the centre of influencing and delivering meaningful change to child and young person-focused mental health services in Gwent, you will work in partnership with a wide range of stakeholders including young people, Newport Mind, Local Minds in Gwent and Youth Services throughout the lifetime of the project.

You will support the project manager to:

- Build and maintain relationships with partners and stakeholders to inform, influence and implement meaningful change
- Nurture, support, empower and equip young people to be active participants in bringing about meaningful change
- Utilise a range of approaches, tools and interventions as needed to raise awareness, enhance skills and knowledge, and bring about systemic change

MAIN DUTIES

- Support the project manager with the administration and coordination of the project
- Support project manager to produce project reports, schedules, budgets, reports invoices and action plans
- Support project manager to develop relationships and work with key partners and stakeholders
- Recruit and support young people to co-produce the project
- Ensure the well-being and safeguarding of young people participating in the project
- Organise and deliver workshops, training, events and activities to involve and engage young people
- Organise and deliver workshops, training, events and activities to involve and engage stakeholders
- Promote and raise awareness of the project

In addition to the above duties and responsibilities the post-holder will be expected to undertake any other duties and tasks required to ensure the project successfully meets its outcomes and objectives.

PERSON SPECIFICATION AND EXPERIENCE

Requirement	Essential	Desirable	How Identified/ Assessed
Education/ Qualifications:	Relevant qualification(s) in a related field	Youth work qualification	Application form
Experience:	<p>Experience of working with young people and/or community groups</p> <p>Experience of delivering youth-related projects</p> <p>Delivering workshops, presentations, facilitating group work</p> <p>Experience of promoting and raising awareness of a project</p> <p>Working with wide range of stakeholders</p>	Experience of working through the process of Service Design or similar	Application form & interview
Skills:	<p>Respond effectively to situations that are unanticipated / that you cannot plan and prepare for</p> <p>Excellent written and verbal communication skills</p> <p>Good interpersonal skills</p> <p>Excellent time-management, organisational, planning, and multi-tasking skills</p> <p>Excellent ICT skills</p>		Application form & interview

Knowledge	<p>Awareness and understanding of the range of needs of, and services and resources available, to children and young people in Wales</p> <p>Awareness and understanding of relevant legislation and policy in Wales, affecting children, young people, their mental health and well being</p> <p>Comprehensive understanding of what a good digital service looks like</p>	High level of digital literacy including web, social media and multimedia technologies	
Personal Attributes:	<p>Approachable, friendly and enthusiastic</p> <p>Flexible and adaptable</p> <p>Ability to work independently and on own initiative, as well as part of a team</p> <p>Passionate about improving the lives of young people and communities in Wales</p> <p>Commitment to working in a non-judgemental, anti-discriminatory way</p>		Interview
Other requirements:	<p>Committed to working to and upholding ProMo-Cymru's values, ethos and culture, including a rights based approach</p> <p>Willingness to undertake travel across Wales when required</p> <p>Willingness to work flexible hours as per business need</p>	<p>Driving licence</p> <p>Welsh speaker</p>	Application form & interview

	This post is subject to enhanced DBS check		
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This job description may be subject to review and changed to include such duties and responsibilities as are determined in consultation with the post holder. It is not intended to be rigid or inflexible but should be regarded as providing a framework within which the individual works.

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