

We have an exciting opportunity for a Service Manager to join our team and be part of our journey

Job Title	Project Coordinator ACC HarMINDise Young Persons Resilience Project
Reporting to	General Manager
Location	Swansea
Salary	£27,300
Contract Type	Permanent
Hours	35 hours (5 Year Contract)

The Role and Purpose

Background- The African Community Centre (ACC) has been successful in securing 5 years funding from the Mind Our Future National Lottery Community Fund. We are now ready to appoint a coordinator to run this young person-led project in Swansea. The project includes a partnership approach and will be instrumental in the development of change in the way mental health is approached and delivered with young people central to and leading the project.

We are looking for someone who is passionate, dynamic, organized and with a background in working with young people and understanding the well-being needs of ethnic minority young people specifically.

Role Responsibilities

1. Coordinate the project ensuring that young people from a BME background are enabled to lead the project whilst working closely with the partnership.
2. Appoint a panel of young people ambassadors from BME backgrounds who will work with the coordinator to make the project a success.
3. Meet regularly with partners and representatives from the young people's panel to ensure HarMINDise is reaching milestones, targets and overall aims.
4. Forge links and network with schools, colleges, universities and young people's groups across Swansea to ensure that all young people from BME backgrounds can have their say on their own wellbeing and what they would like to see happen in order to change service provision and improve resilience and wellbeing for the target group.
5. Coordinate and organise regular meetings with partners and young people and ensure that meeting notes are taken, stored electronically and acted upon.
6. Ensure that the 1st year Development period is flexible, creative, informed and led by the young ambassadors. This may include the challenge of recruiting new partners and removing existing ones.
7. Liaise closely with National Lottery Community Fund officer to ensure reports are on time and accurate.
8. Publicise the HarMINDise project through social media platforms and any other appropriate means.



9. Be a team player whilst able to work solo. A flexible working approach is necessary for the success of this project.
 10. Attend meetings on behalf of ACC and partners.
 11. Any other work which is commensurate with salary position.
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The Ideal Candidate

Required experience, knowledge, qualifications and training:

- Knowledge of trauma-informed practice, attachment theory and relationship-based approaches.
- Experience of leadership and management and evidence of motivating a team and compassionate leadership style.
- Experience of working within the mental health sector and/or supporting people experiencing emotional distress.
- Experience of co-ordinating partnership work and working with both statutory and third sector organisations.
- Experience of involving people accessing services in the design and development of the services they used with a strong focus on listening to people with lived experiences.
- Excellent communication skills, ability to adapt information to suit a range of audiences with strong data and report writing capabilities.
- Knowledge and understanding of safeguarding for children and adults.
- Self-awareness and willingness to engage in reflective practice and ongoing personal development.

Desirable experience, knowledge, qualifications, and training:

- A qualification in Leadership and management
- A creative skill or passion for innovation and new ideas.

Personal Attributes

- Highly organised
- Resilience
- Reflective
- Team player
- Ability to meet deadlines
- Strong time management / prioritisation skills.
- Driven and passionate
- Ability to communicate at a senior level
- Innovative thinker
- Excellent attention to detail
- Excellent communication skills



Why African Community Centre

At ACC we truly believe that staff are our number one resource, without the wonderful people who work here we would be nothing. So, we do our best to ensure people feel respected, valued, cared for and supported. Our staff really matter to us, you are at the heart of everything we do. We are passionate about training, career development and progression. There are many opportunities to learn and develop. We provide all training required to successfully deliver the role and you will be surrounded by a fully experienced and supportive team and manager. It matters to us that our workforce represents as many identities and backgrounds as possible. As such, we are committed to providing equality of opportunity for all current and prospective members of our team, at every level of the organisation. We particularly welcome applicants from black and minority ethnic backgrounds. We are committed to support flexible working and believe getting the balance right is critical to personal and professional success.

If you have any question relating to the role, please do get in touch with Chizobam Ekenna at chizobam@africancommunitycentre.org.uk or 07826596900.

Person Specification

	Essential	Desirable	Assessed through
Experience			
Experience of working directly with children/young people in a support and/or educational role	✓		Application/Interview
Experience of leadership and management	✓		Application/Interview
Experience of working within the mental health sector and/or supporting people experiencing emotional distress	✓		Application/Interview
Experience of working within the third/voluntary/charity sector	✓		Application
Experience of partnership working and multi-agency liaison	✓		Application/Interview
Qualifications and skills			
A qualification relevant to the work or the willingness to work towards it (e.g. ILM Level 5 in Leadership and Management)		✓	Application
Full current driving licence and access to your own transport	✓		Application
Excellent verbal, written and IT skills, including basic word processing, and inputting information	✓		Application/ Skills Assessment
Knowledge and Understanding			

How community and third sector services can contribute to young people's mental health and wellbeing	✓		Application/ Interview
Knowledge and understanding of youth work and participation principles	✓		Application/Interview
How young people may become discriminated against because of their difference	✓		Application/ Interview
Understanding of the impact of social issues on children and young people's mental health	✓		Application
How mental health problems can affect children and young people	✓		Application/ Interview
How to involve children and young people in the development of the service	✓		Application/ Interview
How to manage own time and the time of others, including when mobile working	✓		Application/ Interview
How to support a formal partnership (third and statutory sector) to work together and arrive at decisions that lead to the best outcomes for children and young people	✓		Application/ Interview
Competencies			
Role model behaviours of integrity and dignity to other team members	✓		Application/ Interview
Role model behaviours underpinned by respect of difference	✓		Application/ Interview
Adapt communication to the audience	✓		Application/ Interview
Identify the best outcomes, solve problems and overcome barriers to achievement	✓		Application/ Interview
Identify new opportunities to seek and share experience with others	✓		Application/ Interview