



Project Coordinator (Stepping Stones)

Responsible to: Chief Officer

Responsible for: -

Hours: 28 hours per week

Salary: **£28,555 FTE**

Contract: Fixed until 30th September 2025

Location: Tweed Horizons Business Centre, Newtown St
Boswells, TD6 0SG

About YouthBorders

YouthBorders is the network of voluntary and community-based youth organisations in the Scottish Borders, supporting and promoting good quality youth work.

As a membership organisation, YouthBorders facilitates networking opportunities and events and provides information and advice to voluntary and community-based youth organisations, their volunteers, trustees, youth workers and other partners in the community. We are recognised regionally as the strategic voice of third sector youth organisations and work closely with partners in the public sector to improve outcomes for young people.

We are seeking a dedicated individual who will help achieve our goal: *“working in partnership with our members, YouthBorders aims to improve young people’s lives through their participation in quality voluntary and community based youth work.”*

Stepping Stones

The post holder will be the principal point of contact and coordination for, Stepping Stones project; taking leadership and responsibility for the management of project data, finances, and governance.

YouthBorders has a coordinating role in the Stepping Stones project, funded by the National Lottery Community Fund. Stepping Stones is a partnership youth work project that supports young people aged 10-18 in the Scottish Borders, with the aim of improving their emotional health and wellbeing, and life chances.

A team of seven Stepping Stones Project Workers support young people based on their personal needs, helping them to achieve their full potential and to develop skills through non-formal education activities within a universal youth work setting.

Key Duties

Project Coordination and Governance

- To be the principal point of contact for the coordination of the Stepping Stones project, communicating effectively with representatives of the Partnership including project workers, youth work managers, trustees, and the Chief Officer of YouthBorders.
- To deliver work on behalf of the partnership and project as set out in the Partnership Agreement, Stepping Stones Development Plans.
- To request and receive annual Delivery Plan updates from all project partners.
- To convene frequent project worker team meetings; and to maintain regular 1:1 update and support calls with the individual project workers.
- To support the induction of new Project Workers to the project, including provision of database training.
- To identify collective training needs and sign-posting training and development opportunities for the Stepping Stones project team.
- To support the effective governance of the Scottish Borders Youth Work Partnership, including coordination of meetings, setting of agendas, note taking, and preparation and presentation of reports/papers.
- To manage a contracted service and develop an effective relationship with the project's database provider, ensuring that the database is fit for purpose and meeting the needs of the project.
- To maintain a learning log and risk register for the project.
- To identify emerging opportunities and additional resources which could add value to Stepping Stones for partners and young people.
- Develop and deliver effective communications which positively raises the profile of the Partnership and the project; including website content, social media content, and newsletter updates etc.
- To monitor project finances through the accurate update of a monthly actual to budget, and through budget monitoring with partners twice yearly.
- Work with the Chief Officer and the Partnership to develop an effective funding plan for the future sustainability of the project.
- To undertake training and professional development to support effective delivery of this post.

Data, Evaluation and Reporting

- To monitor and evaluate the delivery of the project's outcomes through the design and implementation of appropriate methods and tools – producing regular written reports to the Partnership and the YouthBorders' board; and compiling and producing annual and end of project impact reports.

YouthBorders – Project Coordinator (Stepping Stones)
April 2024 (Update)

- To support project workers to be confident and competent in the collection and recording of data related to young people they are supporting, and to build capacity in these workers to input the data into the project database.
- To develop systems which capture project impact and activity, in a way which reflects the views and experiences of young people, project workers and other stakeholders.
- To utilise the project logic model and evaluation framework, working with the Partnership to ensure it remains fit for purpose and is meeting the needs of the project.

Youth Voice and Social Action

- To create youth participation opportunities for young people to shape and inform the future direction of Stepping Stones.
- To provide youth leadership opportunities for Stepping Stones young people (or former Stepping Stones young people) to develop skills for engagement, participation, decision-making and social action.

YouthBorders – Project Coordinator (Stepping Stones)
April 2024 (Update)

Person Specification

	Essential	Desirable
Qualifications		
Ordinary Degree in a relevant subject area (social sciences, community development, project management, business etc.)	Y	
Experiences		
Experience of project management and/or coordination	Y	
Experience of working with or within the third sector		Y
Familiarity with the challenges and opportunities facing the youth work sector in Scotland		Y
Experience of project evaluation, data and financial monitoring	Y	
Experience of working in a partnership environment and with a broad range of stakeholders	Y	
Experience of designing and implementing systems for the accurate collection of data and information	Y	
Skills		
Strategic awareness and skills for planning and delivering projects	Y	
Understanding of the evaluation and impact and outcomes environment	Y	
Excellent communication skills and ability to communicate with a broad range of people, including accurate written work to produce project reports	Y	
Excellent numeracy skills for the purposes of budget management and monitoring		Y
Excellent IT skills including MS Office package, in particular Excel	Y	
Excellent organisational skills, a flexible approach, and the ability to respond effectively to changing priorities	Y	
Problem solving, and the ability to identify challenges, risks and problems	Y	
Personal Attributes and Qualities		
A team player, with enthusiasm, positivity and commitment	Y	
Partnership focussed approach	Y	
Diplomacy and respect for confidentiality and discretion	Y	
Responsible, self-starter, and can work with minimal supervision and who will take initiative and plan and utilise their time effectively	Y	
A good thinker, who can explore innovative ideas whilst identifying risks and consequences		Y
Additional Requirements		
A current valid driving licence and access to a vehicle insured for work purposes	Y	
This post will require the post-holder to join the PVG scheme	Y	