

JOB DESCRIPTION

Job Title: Employment Project Manager

Location: N-Gage Head Office, Benchill Community Centre, Benchill Road, Wythenshawe, Manchester, M22 8EJ & Catalyst Youth Centre, Burnage Lane, Burnage, Manchester, M19 1EW

Terms and Conditions

- **Hours:** Part – Time 15 hours a week, one year fixed term (occasional evening or weekend work will sometimes be required)
- **Salary:** £11.20 per hour
- **Start Date:** Immediate

Responsible to: Founder & Chief Executive Officer of N-Gage

Working internally with: Founder & CEO, Office team, Management team and Sessional Employment Worker

Working externally with: Volunteers, unemployed young people with barriers to employment

WHO WE ARE

N-Gage is a Manchester based Christian charity that gives young people at risk of educational or social exclusion opportunities and skills to achieve their full potential. Working in partnership with schools, the police and the city council we provide highly successful, flexible and targeted approaches to anti-social behaviour and educational exclusion.

Founded by Christie Spurling in response to his own experiences of educational exclusion N-Gage is now staffed by a growing team of passionate youth workers who combine creative skills and a commitment to young people with a range of projects and programmes across Greater Manchester.

Our N-Gage DNA;

- Young person centred – we put the needs of the young person first in our practice and seek to keep them at the forefront of everything that we do.
- Motivated by our faith and experience to see young people's lives transformed and society impacted as a result of this.
- Ready to go wherever young people are, focussed on outreach and flexible and innovative ways of identifying and meeting the needs of young people
- Committed to working with the most difficult to reach particularly those who do not engage with other services
- Keen to challenge stereotypes of young people and raise their expectations of themselves and their peers
- Champions of young people – committed to telling good news stories
- Committed to early intervention in young people's lives
- Committed to giving young people a voice to challenge and change their lives, communities and the wider society
- Advocates of young people, helping them to tackle the root cause of their issues.
- Not for profit, but committed to becoming more sustainable to ensure continuity and growth and consistency of our services. Good stewards of the funding we receive.
- Relational – we value our relationships with young people, our team and our partners highly
- In pursuit of excellence – we are committed to providing quality youth work that keeps getting better

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This is an exciting new pilot project which will require the project co-ordinator to deliver employability sessions in South Manchester. In addition, you will set up and implement a Community Cafe to run alongside these sessions to offer young people that are out of work a chance to learn new skills through volunteering. It is expected that the Employment Project Coordinator will be able to manage a sessional worker and a team of volunteers to successfully deliver this project through its initial pilot stage.

Main Duties

- Providing careers and skills advice for young people aged 17-24 that have been referred onto this programme.
- Strong partnership working, building links with local organisations and businesses which can lead onto greater opportunities for work experience, apprenticeships and employment for the young people that we support.
- With support from the sessional worker and volunteers, deliver both group and one to one sessions to meet the needs of the young people that use our sessions.
- Produce action plans to provide evidence of monitoring and evaluation throughout the pilot project.
- Be an enthusiastic ambassador of the N-Gage charity, actively seeking to increase the profile of the charity, and its support base through financial giving; with an aim to attend events held by N-Gage.

PERSON SPECIFICATION

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • History of working in delivering employment support, advice and guidance to young people. • Fully conversant with principles and practice of Child Protection. • Have a proven capacity to lead small teams, including volunteers • Have an understanding on the barriers young people face accessing employment. • Demonstrate respect for authority including Team Leaders, Directors, CEO and Trustees • Absolute discretion with members of the opposite sex in all dealings with them in the course of your N-Gage work • Be able to show evidence of possessing the following abilities: networking; people skills; follow and carry out set tasks with limited supervision. Relate to groups of differing ability, age and culture. To adapt quickly and take responsibility when required; to handle confidential information appropriately; to give and 	<ul style="list-style-type: none"> • Previous experience of working with young people aged 17 to 24. • Awareness of local and national job market • Previous experience of working with volunteers in a community setting • Awareness of the main providers of apprenticeships for young people.

	<ul style="list-style-type: none"> take constructive criticism graciously To play a full and active role as a worker for N-Gage through participation in events, meetings and prayer events when required whilst working in line with the Christian ethos of the charity. 	
Qualifications		<ul style="list-style-type: none"> Minimum of NVQ Level 3 in Advice and Guidance Teaching Qualification
Additional Skills	<ul style="list-style-type: none"> Ability to drive, with own transport or a willingness to use public transport where possible 	

Key Competencies

N-Gage believes that these competencies are needed to perform the role well, they are listed in order of priority.

1 = none essential

3 = desirable

5 = essential

Please note, N-Gage is looking for someone who can demonstrate and give examples of these competencies. Please show evidence in your application and interview and interview process.

Competency	1	2	3	4	5
Ability to engage and communicate with young people in a detached setting					X
Team Work					X
Drive and Motivation					X
Ability to fully complete any tasks delegated to you				X	
Creativity and Initiative				X	
Able to contribute ideas and have input in decision making				X	
Be able to work independently with a group				X	
Attention to detail and time keeping				X	
Written and Verbal communication			X		

Notes:

At N-Gage we are committed to the safeguarding and protection of young people in our work. This post will be subject to a Disclosure and Barring Service (DBS) disclosure.

Please return your completed application form electronically to admin@n-gage.org.uk

Alternatively you may post your completed application form to:

Operations Manager
N-Gage
Benchill Community Centre
Benchill Road
Manchester
M22 8EJ