

Peacemaker

Job Title – Participation Worker

Place of Work – Peacemaker Offices, Manchester and Oldham

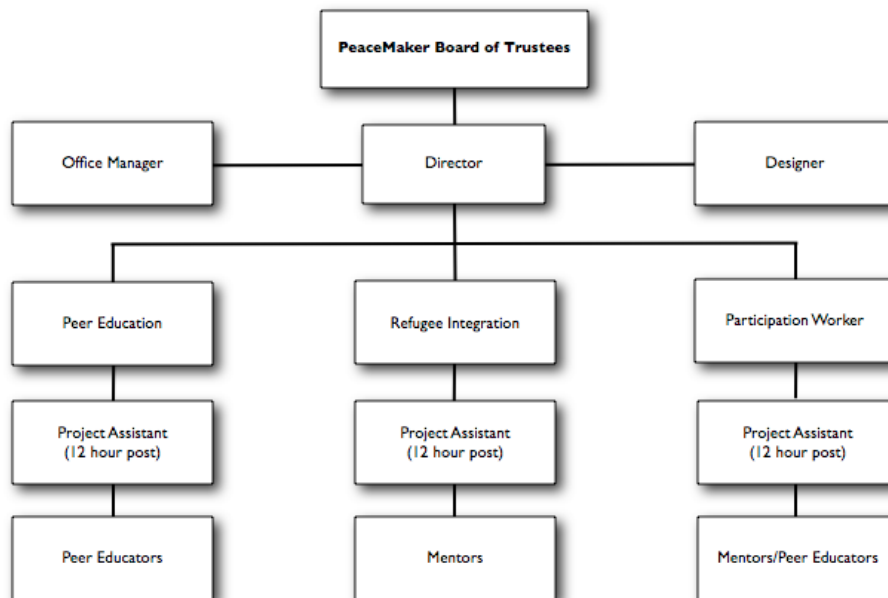
Salary – SO1

Core Organisational Competencies

All employees of Peacemaker are required to demonstrate an understanding of issues relating to children and young people as well as the impact of poverty and deprivation on communities and individuals. They must display a strong commitment to and a comprehensive understanding of anti-discrimination and equality in addition to valuing and respecting colleagues, young people, stakeholders, and partners. They must respond flexibly to change and be willing to undertake relevant training.

Position in the Organisation

Organisational Structure as of April 2009



The **Participation Worker** is supervised by the **Director**.

Main Purpose of the Job

- To manage and oversee the development and delivery of the Building Resilience, Reclaiming Solidarity programme in line with funding objectives
- To provide supervision, management and support to the staff and volunteers of the Building Resilience, Reclaiming Solidarity programme
- To regularly monitor and evaluate of the Building Resilience, Reclaiming Solidarity programme to ensure that objectives are met in a timely manner
- To work closely with the Director on the strategic development of the Building Resilience, Reclaiming Solidarity programme
- To manage and monitor the budget of the Building Resilience, Reclaiming Solidarity programme, in partnership with the Finance Officer

Job Specific Competencies

- Understanding of child protection issues and guidelines
- Understanding of the principles of youth participation and involvement
- Knowledge and experience of youth-led programmes
- Knowledge and experience of managing and supervising staff and volunteers
- Ability to maintain and work within a budget
- Ability to write and deliver training to audiences at a variety of levels
- Ability to organise and prioritise workload and time manage
- Ability to work on own initiative or as a team member
- Ability to create a network of partner organisations for referrals and cross-referrals
- Ability to develop other people
- Ability to communicate effectively with a variety of people, both orally and in writing, including report writing skills, and the ability to speak articulately and confidently
- Communication, negotiation and diplomacy skills
- Excellent organisational and project management skills
- Resourceful and efficient with good problem solving skills

- Attention to detail and a strong focus on targets and objectives

Key Tasks

Project Management

- To oversee the project management and delivery of the Building Resilience, Reclaiming Solidarity programme, including day-to-day operations, in line with funding objectives and outcomes
- To ensure that all funding objectives and outcomes are met in a timely manner and that this information is communicated with PeaceMaker staff members, funders, stakeholders and partner organisations on a regular basis
- To lead in the development of systems and policies of the project
- To create a network of stakeholder and partner organisations and to develop partnerships with local schools and community organisations
- To assist in the development and dissemination of project publicity, evaluation and learning, including the development of the training-the-trainer initiative, workshops, conferences and reports
- To manage recruitment and facilitation of the steering group
- To assist in the recruitment and coordination of the Youth Board
- To support the Youth Board to carry out their directives and make their vision a reality
- To assist in the recruitment and induction of volunteers
- To assist in the development of the accredited volunteer course
- To support volunteers to develop all initiatives linked to this project
- To assist volunteers in the delivery of all initiatives linked to this project

Supervision of Staff and Volunteers

- To manage and supervise sessional staff and volunteers to ensure that they are supported to meet funding objectives through project delivery
- To use PeaceMaker's performance management framework to appraise staff and monitor project delivery
- To facilitate formal supervision meetings with sessional staff at least every month

- To create an annual workplan for the Building Resilience, Reclaiming Solidarity programme and individual staff workplans at the beginning of each year to ensure that project delivery directly meets funding objectives and outcomes
- To use supervision to ensure that project delivery is achieving objectives in a timely manner and to allocate extra staff and resources when projects are not achieving objectives
- To use supervision to identify training needs of individual staff members in order to support and develop them to achieve successful project delivery
- To provide supervision and support to the volunteers, peer educators, and mentors involved in the project on an on-going basis
- To facilitate team meetings once a month
- To oversee staff development and organise staff trainings

Monitoring and Evaluation

- To develop programmes in line with objectives
- To assist staff in assessing and managing risks to project delivery, maintain up-to-date risk assessments and ensure that actions are taken to mitigate risks
- To design and implement an evaluation framework through which to capture project learning
- To develop systems and processes in line with funding requirements
- To monitor programmes and ensure that the content is appropriate, up-to-date, and regularly evaluated
- To ensure that proper documentation of projects is recorded and is made available to funders in a timely manner
- To prepare and assist staff members in preparing programme and funding reports
- To develop and maintain effective relationships with funders and stakeholders
- To provide regular updates to the Director about project management and delivery to be shared with the Board
- To develop and maintain effective relationships with funders, stakeholders and partners
- To prepare and present quarterly reports to the Director, keeping the Director apprised of monitoring and evaluation data

- To prepare and present a final project report to the Director at the end of annual project delivery, including recommendations for future project delivery
- To use monitoring and evaluation data to re-assess future project delivery and to re-design project sessions to be more effective

Budget Management

- To set annual project budgets with the Director and Finance Officer
- To ensure that the project's expenditure is made in keeping with the project budget
- To meet regularly with the Director and Finance Officer to monitor project expenditure
- To assist in contributing to financial reports for funders, as needed

Additional Tasks

- To provide leadership to the Building Resilience, Reclaiming Solidarity programme and to play a key role in external representation of the programme
- To act as key point of contact with organisations/groups and communities
- To develop PeaceMaker's relationships with children and young people, local communities, organisations, funders and government bodies
- To establish working relationships and cooperative arrangements with community groups and partner organisations
- To positively represent PeaceMaker to organisations/groups and communities to which we provide programmes of work
- To represent the programmes and point of view of the organisation to agencies, organisations, and the general public
- To publicise PeaceMaker's activities, programmes and goals
- To maintain official records and documents, and ensure compliance with regulations
- To ensure that PeaceMaker's activities, especially those of the Building Resilience, Reclaiming Solidarity programme, are conducted in line with the organisation's policies and procedures
- To contribute to funding applications and promotional events
- To assist and act as cover for PeaceMaker colleagues