



INTERNATIONAL FUND FOR IRELAND

CHANCE Project Co-ordinator (Maternity-Cover)

Introduction: IDP is looking to recruit a Project Co-Ordinator for the CHANCE Project – this is to cover maternity leave for the CHANCE Project which is contracted until March 30, 2024

(This specific purpose contract maternity leave cover may be renewed subject to funding).

Funded by the International Fund for Ireland (IFI) under the Personal Youth Development Programme (PYDP) the CHANCE Project aims to deliver real and positive community transformation helping young people aged 16–25yr. The project focuses on building capacity and developing personal, social and life skills that foster good relations, build confidence, and grow resilience. This CHANCE Project will offer an intensive personal support programme for young people enabling them to progress through the various stages until they along their pathway until they feel they are ready to return to education, access training courses or enter employment.

Main purpose of job: Main purpose of job: This maternity leave cover position for the CHANCE Project will draw on good practice and learning from previous IFI and other cross border funded initiatives. CHANCE will be about Creating Hope & Aspirations – Nurturing Change & Empowerment. The role includes an outreach service within the wider Inishowen area. Reporting to the Board and the Joint CEO, this Youth Project Development Role will work with our IDP Team, ensuring that emerging needs are identified and planned for and the targeted young people's needs are responded to in a timely and effective way. This position will prioritise our work in: -

- Community led youth development
- Social Inclusion
- Equality
- Sustainability

The CHANCE Project has been engaging with and supporting young people living in Inishowen who have been identified as being 'at risk' because of a wide range of barriers including living in disadvantaged communities across Inishowen. The successful applicant will work to facilitate the personal, social, and emotional development of young people between the ages of 16 – 25 years. This will involve:

- Continuous recruitment and engagement
- Continuation of the established work programme
- Delivering supports and services including procurement where appropriate
- Reporting to IDP, Funders and the CHANCE Youth Advisory Group



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Task	Duties
Recruitment and Engagement	<ul style="list-style-type: none"> • Continue to recruit young people from the target group by liaising with agencies, services and community and voluntary groups in the area. • Continue to engage with current CHANCE participants on a one-to-one basis throughout the delivery of the CHANCE programme, building a rapport, trust, and confidence, gaining and building an understanding of each person’s needs.
Project Continuation	<ul style="list-style-type: none"> • Maintain the momentum of the CHANCE Project, ensuring its objectives are met and that young people continue to receive the support they need to build capacity, develop life skills, and foster good relations.
Offering and delivering supports and services	<ul style="list-style-type: none"> • Continue Personal Development: Mapping out personal action plans and pathways. • Acting as a ‘point of contact,’ mentor and advisor for each person, for the lifetime of the programme <ul style="list-style-type: none"> • Good Relations Training – Diversity within Society – tackling prejudice and discrimination • Good Relations Activities - Cultural Activities & Cross-border Engagement • Accredited and Non-accredited Training – Life Skills Development • Education Development and access to education • Employability Development and Options for Progression Pathways
Reporting to funders	<ul style="list-style-type: none"> • Preparing quarterly reports to funders Procuring training, events and venue hire in line with IDP Procurement Policy and in preparation for payment by the financial administrator. Attending peer support network meetings and others as organised by IFI
Convening Project Advisory Group	<ul style="list-style-type: none"> • Ensure continuation of regular advisory group meetings are arranged and reports and recommendations prepared for IDP



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Training and Facilitation	<ul style="list-style-type: none"> • Coordinate and schedule facilitators to deliver relevant training sessions to project participants, ensuring they receive high-quality education and guidance. Maintain good relationships with training providers.
Sustain ongoing collaborations and partnerships	<ul style="list-style-type: none"> • Maintain active engagement with existing youth projects to foster the exchange of best practices, the sharing of innovative ideas, and the identification of opportunities for synergy. • Continue to strengthen partnerships and enhance knowledge sharing by collaborating with other IFI projects and counterparts, both to the North and South of the border. • Support the development of funding applications for future projects. • Cultivate and develop relationships with other projects, stakeholders, and community organisations to expand the CHANCE Project's reach and impact
Promotion and Monitoring	<ul style="list-style-type: none"> • Dissemination • Keep track of participants' attendance, engagement, and training schedules on a weekly basis. • Monitoring and evaluation
Administrative Duties	<ul style="list-style-type: none"> • Oversee the day-to-day administrative tasks related to the CHANCE Project, including budget management, record-keeping, and correspondence
Other	<ul style="list-style-type: none"> • Ensure a seamless transition for the returning Project Coordinator at the end of the maternity leave period by maintaining thorough documentation and updates on project activities. • Participate in relevant training offered to enhance knowledge and the success of the project. • Any other representations or work as assigned by the Team Lead, Joint CEO or Advisory Group



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Person Specifications: You should have knowledge of youth development and wrap-around service provision having worked in youth work, education, or community development. Experience in planning, developing, implementing, and reporting on specific programmes for young people. This role will require a wide range of abilities and skills including: -

- A third level qualification in youth work or a relevant field.
- At least 3 years' experience of youth/community work.
- A full driving licence and access to a car for work purposes.
- Proven organisational, report writing, IT skills and record keeping skills.
- Ability to deal with young people in a confidential manner.
- Ability to deliver planned training programmes and opportunities
- Excellent interpersonal and organisational skills.
- Strong advocacy and networking skills including interpersonal and team-building skills.
- Highly motivated and committed to working as part of a team as well as on own initiative
- The successful applicant will be expected to work flexibly outside of the Monday-Friday 9-5 working week based on responding to participant needs, particularly in times of crisis.

Ideally the successful candidate will also have: -

- A proven record in delivery of Cross Community youth projects on both sides of the border.
- Experience in group facilitation, project promotion, monitoring, reporting and evaluation.
- Commitment to and understanding of working within a community organisation in an inclusive manner.
- High motivation, positive disposition, and flexible attitude in response to needs and change
- A willingness to do evening and/or weekend work that may be required.

Contract Salary €35,977 per annum pro rata.