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| **Job Title** | Project Lead (Skipper) |
| **Business Unit/Area** | Operational Delivery |
| **Reporting To Job Title** | Operational Director (Community Maker) |
| **Date of Issue** | 22/06/2022 |

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| **Overall Purpose** |
| In any other setting this role would be called a ‘Project Lead’, but our family ethos means that we much prefer the title ‘Skipper’ the role is to be just that: a Project Lead who is there to make sure that our young adults can make the most of every opportunity presented to them over a six-month holistic programme.  Delivering the 26 weeks paid programme of work for 10 under served young people in the community. You will over see a programme of a cost of £150,000. You will be the ultimate role model on what a rare responsible employee looks like.  Walk alongside of each Gappie on their journey to empower them to find their voice, to change behaviours and to gain skills to make better choices in life.  A key role to the success of the charity and has been designed to support:   * Our vision to create a ‘family’ and give new opportunities in life and work to under-served young adults in our local communities through the provision of holistic, paid programmes which address any gaps in maturation, aspiration, confidence, care and skills. * The safe delivery of the £150,000 programme in accordance with the model |
| **Key Responsibilities** |
| * Participate in full onboarding and induction with WeMindTheGap and understand our core values. * Be the ultimate role model for the cohort in showing them what a rare responsible employee looks like, sharing life skills and experience in a way which encourages the cohort to follow behaviours * Lead the community in engaging with referral agencies to ensure as wide a group of young people as possible are invited to Discovery Day (Assessment Day) * Onboarding module to ensure new Gappies gain necessary knowledge, skills, and behaviours to become effective members of their new crew * Stand and deliver sessions with confidence in the model * You will set the tone and the language of the organisation early on. You will lead by example and build trust and respect within your cohort * At all times be the lead for the safeguarding and wellbeing of the Gappies, ensuring timely and relevant notes are made on CPOMS (our safeguarding platform. * Attend and participate in all activities at Launch Pad and Outward-Bound Trust to demonstrate walking alongside our gappies * Deliver the programme plan within the agreed budget with the Community Marker * Lead the day to day relationships with all employer partners and agencies within the community * Being responsible for sharing profile information, attending, and resolving on day issues, organising, and leading on Gappie feedback review within the community * Lead the day to day relationships with literacy and numeracy providers to ensure smooth running of the session, organising any additional 1-2-1 support as appropriate and tracking Gappie progress with the dashboard * Lead in the completion of all internal and external monitoring forms, dashboard, reports ensuring they are tracked and retained to allow robust evaluation in line with the overall strategy of the organisation * Work with the community maker to maintain and gain productive relationships with supporters, allies and organisations who can benefit the organisation in its overall objectives, always being an ambassador of the organisation * Lean on the Community Maker for advice, as a sounding board and management in delivery   The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the role. Job descriptions should be reviewed regularly (6 weekly review) to ensure they are an accurate representation of the post. |
| **Competences** |
| * Great communication and listening skills, as well as the confidence to raise any issues with your colleagues or coach as appropriate * Line management skills and overall budget awareness * A willingness to learn best practice in how to support young people with complex needs, and embrace the coaching and supportive techniques which drive the 6 months programme * You will uphold and communicate the values and culture of WeMindTheGap * You will have a real passion to enable young adults to change their behaviours * During the programmes you will have to remain calm under pressure * Working with young adults you must be able to flex to the requirements of the programme |
| **Person Criteria** |
| * Experience as a mentor or voluntary role with young people with complex needs would be advantageous, as would experience of working with young people with various educational and social needs, but not necessary * Relationship management is key to the role and being conformable with group work * Budget management and ability to identify and utilise free resources * Lead from the front, but be a team player * Have the resilience to bounce back from challenges which working with young adults bring. Ensuring the wellbeing of the First Mate * Ability to think smart and create change within the cohort * Be flexible. Due to the very nature of the role, and the support that you will be giving to the gappies, you will need to be flexible in your approach and time management * You will be required to attend “Launchpad” and the Outward-Bound Trust activities week (weeks 1 and 13 of the six months) and the final Big Trip (week 25) with a total of 5 nights away. As a result of our ‘walk alongside’ approach, you will be required to participate in all Outward Bound and activities during the 6 months, so a reasonable level of fitness is necessary. * Lean on the Community maker for advice and as a sounding board. This is particularly important with regard to safeguarding * Maintain confidentiality and keep all information regarding to gappies safe and secure * Utilise the pool car for any journey which involves transporting the gappies |
| **Measures of Success** |
| * Complete the prescriptive dashboard weekly and engage productively within the weekly call monitoring progress of delivery * Complete weekly reports /CPOMS/ coaching documents / employer partner paperwork * Ensure all Gappies are developing, interpersonal skills and gaining new experiences * Have a focus on monthly budget control * Monthly review with the Community Marker regards red lines and delivery of the programme * Work as a team, sharing new knowledge and best practice across all cohorts and the hub * Bring the programme to life with your skills, experiences and contacts within the framework of the model * Relationship management with all parties within the community |
| **WMTG Values** |
| Individuals who demonstrate our 9 C’s,   * Compassion: to drive your care for our trainees * Courage: to do what is right and not what is easy * Curiosity: to always ask why, to keep learning, to help the trainees grow and develop * Can Do attitude: walk alongside the trainees, take the initiative, make things happen * Constancy: in the support you provide them * Confidence: in our vision and the Model * Commitment: to walk alongside you trainees and do everything that you ask of them * Connectivity: to maintain and improve our connections within the community and within the team * Celebrate: to recognise and point out all those little wins and celebrate together |