

Reg. charity no. 1058540

VOLUNTEER YOUR WAY TO WORK

Volunteer your way to work provides tailored volunteering opportunities to gain experience, skills and confidence aimed at making the transition into work easier and less daunting. Working within ESTEEM you will have support of a mentor and staff team during the process, completing with a reference from us, a CV and easier access into meaningful employment.

Projects Coordinator

Hours: Regular hours to be confirmed at interview, commitment of 2-6 months required (CV writing drop in Thursday 11am-3pm)

Location: ESTEEM % The Old School House, Ham Road, Shoreham

Responsible to: Youth Coast Project Manager and ESTEEM management team

Interview Required

JOB DESCRIPTION

Work with staff and the YMT (Youth Management Team) to plan and set in motion youth projects throughout the year with support from mentors. Funding applications can be part of this role (with support from Management team), as well as designing and assisting in campaigns and projects (both in the UK & abroad). This role would suit experienced volunteers from university or those with some skills or previous training, who are looking to develop in team management, project development, European networking and grant applications.

Throughout this role you will be supporting other team members and drawing things together in order to achieve successful delivery of ESTEEM's projects.

TYPICAL DUTIES

- Attending meetings and supporting team members within their role to ensure work is completed on time and to a high standard
- Delivering and developing projects in line with ESTEEM's outcomes and values
- Having an overview of projects delivered with support of Youth Coast's project worker and project manager
- Representing ESTEEM as community and networking events.
- Ensuring projects are financially viable and delivered within agreed budget.
- Supporting staff with the recruitment of new young adults into the V2W program.

ESTEEM

The Old School House, Ham Road, Shoreham-by-Sea, West Sussex BN43 6PA
01903 854987 hello@esteem.org.uk www.esteem.org.uk

Reg. charity no. 1058540

PERSON SPECIFICATION

- You will need to be innovative and creative in designing inspiring project that will attract a range of young adults and appeal to members of the community.
- You will need to be able to work independently and as part of a team
- Good communication and presentation skills, with the ability to share ideas and encourage input from your team members.
- The ability to lead positively and provide a good role model for other young adults and team members.
- The ability to think through problems and anticipate issues that may arise and come up with possible solutions.
- You will be the first point of contact between young adults and the V2W team, so being approachable and friendly is essential.

WHAT YOU CAN EXPECT FROM ESTEEM

At ESTEEM we care about your wellbeing and development. We are committed to support you in making positive change and reaching your goals.

You can expect the following from us,

- New opportunities both in the UK and abroad.
- Support and advice every step of the way.
- 1 hour of vocational mentoring a week with an experienced and professional mentor.
- The opportunity to create an up to date CV which includes new skills learnt within our CV and careers drop in session
- A national accreditation for your voluntary work if you are aged 14- 25 and a certificate of completion from ESTEEM
- Valid experience within the voluntary sector.
- Training in both general work skills as well as those specific to your role.
- A reference for future employment from the ESTEEM staff.
- The opportunity to go on to future work placements with local businesses in different sectors.
- The satisfaction of knowing that you are making a vital difference to the work of ESTEEM and in supporting young adults from a disadvantaged background.

For further information and to arrange an interview please email emma.edwards@esteem.org.uk