

RYAG

RHYL YOUTH ACTION GROUP

<u>POST TITLE:</u>	Sustainability Co-ordinator
<u>STATUS:</u>	6 month contract
<u>GRADE:</u>	£1,133.33 p.c.m.
<u>LOCATION</u>	Rhyl

OVERVIEW

A full-time position is available for a trained and experienced co-ordinator or senior team leader to work with the RYAG Projects Manager supporting the development of RYAG's social enterprise developments in and around the HUB on Wellington Road, Rhyl.

The co-ordinator will build on the work to date and lead on the further development of several key new projects including any further research, consultations and bid writing associated with each.

The co-ordinator will have extensive experience in project development and working on regeneration projects.

Flexibility with working hours and paid time off to under take recognised training will be considered.

The post is a 6 month funded position, the group is currently seeking continuation funding the extend the post by up to 2 years, however no decision has been made on this application, applicants should be aware that no guarantee of continuation funding is in place.

This post requires an enhanced CRB check and will fall subject to any change in ISA regulation.

Funded by



Main responsibilities include a range of day-to-day operational management duties as follows.

Development of current and new project opportunities with the potential for income generation for RYAG.

Develop and lead project steering groups where needed to progress RYAG project opportunities.

Develop new partnerships particularly that have the potential to become long-term relationships.

Research into potential funding opportunities and lead on attracting future funding to ensure RYAG's sustainability.

Write funding applications for new projects and secure contracts.

Research into potential funding sources and options such as procurement, tendering, SLA's and forming a RYAG consultancy arm.

To represent RYAG, always positively and effectively promoting RYAG to a wide range of external communities, organisations and networks.

PERSON SPECIFICATION

Essential Qualities:

1. Experience and knowledge of preparing project proposals, funding bids and business plans.
2. Knowledge of a range of funding activities and mechanisms available to community regeneration organisations.
3. Well developed networking, promotional and negotiating skills.
4. Strong written and verbal communication skills, especially the ability to communicate clearly without jargon.
5. Ability to communicate effectively with people from widely differing backgrounds.
6. Ability to work independently with little direction, organise own workload and prioritise tasks effectively.
7. Ability to think clearly and laterally.
8. Innovative and creative
9. Confidence and proficiency with IT applications including:
Word (producing documents, writing letters, creating tables, using mail merge)
Excel (producing and using spreadsheets)
Access (producing and using databases)
Email (sending, receiving, filing, managing)
10. Ability and desire to be managed by young people and unpaid volunteers.

Desirable Qualities:

1. Possessing the authority, presence and integrity to command respect from colleagues within the company and from external contacts.
2. A commitment to equal opportunities and anti-discriminatory practice.
3. Hold a current valid driving licence and have a vehicle available for work at all times.
4. Experience of office management and setting up new office systems eg filing, project monitoring and reporting systems that are easy for others to use.
5. Experience of working in the voluntary sector or alongside volunteers.
6. Experience of working with young people from disadvantaged communities.
7. Ability to speak Welsh.
8. Ability to communicate effectively with people from different backgrounds.
9. Possession of a full current driving license.

Working week:

(To be negotiated), flexible working policy is in place, however applicants should carefully consider the nature of the groups work, some evenings and weekends would be essential at some point.

Applying:

You must approach Rhyl Youth Action Group to apply for this post, application forms can be obtained from the RYAG website or the HUB facility on Wellington Road between 8.30am and 7p.m Monday to Friday. No applications will be considered after 1pm on the 10th September 2010.

Special Note:

We require this post to be filled ASAP.