



## Projects Team - Group Lead Job Description

Job Title: Projects Team - Group Lead

Reports to: Directors

Direct Reports: Projects Team - Delivery Specialist

Hours: 37.5hrs (1 FTE). Occasional weekends and evenings required on a mutually agreed basis with TOIL. Job share and term time hours will be considered for this post.

Regular days include usual hours to take place between 9am-5pm, Monday-Friday.

Salary: £25,000 pro rata, plus statutory pension contributions.

Annual Leave: 30 days

Length of post: Initially 12 months

### Job summary

This is an exciting opportunity for a creative, experienced, passionate individual to play their part in the wider mission of supporting girls locally by improving self esteem, building emotional resilience and strengthening mental wellbeing. This role oversees the delivery of our pioneering early intervention group programmes as well as working directly with young people and supervising volunteers delivering our one to one mentoring programme. They will work closely with our Directors to develop this crucial provision in local schools and the community. This role requires a focused, multi-tasker who excels in a busy environment, loves working with young people, has a 'can do' attitude, and a passion for good communications and engaging with broad spectrum of schools and young people. Working as part of a frontline, well respected charity that is motivated by the Christian faith, this post offers the right person the opportunity to develop and thrive in a rewarding job where they can use their skills and expertise to make a tangible difference in the lives of girls locally.

### Key responsibilities and tasks:

To develop and update course content in collaboration with the projects team.

To build and maintain school relationships with our partner schools

To run both the Flourish courses (training will be provided) across our partner schools and in the community

To work directly with a caseload of mentees using our reputable 12 session one to one mentoring programme.

To recruit, develop and supervise project volunteers including a team of group assistants.

To oversee all groups and manage bookings.

To facilitate reporting and feedback including briefing and debriefing sessions with schools and designated school liaisons in conjunction with the projects team.

To support the Directors to deliver Flourish project objectives by providing feedback, inputting into development areas and working collaboratively.

To line manage the Projects Team - Delivery Specialist.

To supervise project volunteers (one to one mentors and group assistants) including 6 weekly supervision meetings, managing safeguarding concerns and creating a mentor plan for new mentor matches.

To feed into and deliver reporting to stakeholders.

To be responsible for developing, managing and maintaining relationships with designated school liaisons in collaboration with the Operations and Business Manager.

To manage report writing and feedback to schools and Directors about the impact of groups delivered.

To contribute to the development of project volunteers through delivery of training and development.

To work within the parameters of Flourish's Safeguarding Policy at all times.

To uphold high standards of confidentiality and data security.

To develop professionally and personally through the course of employment. Including to participate in personal training and development, including safeguarding, first aid and other job specific regular training.

To participate fully in the life of Flourish, reflecting the ethos of Flourish in day-to-day life. This includes:

- To participate in all required Flourish activities (e.g. Team meetings).
- To support other Flourish events in consultation with line manager (e.g. Fundraising events, church support services, exhibiting at conferences).
- To be sympathetic to Flourish's Christian ethos and whole-heartedly work within its organisational values and aims.
- To be a positive role model for young people in line with Flourish's Code of Conduct, and to conduct themselves in a reputable and appropriate manner at all times (in and outside of work).
- To take an active, personal approach to charitable income generation and recruiting financial support for Flourish. Post holders should be comfortable in promoting their work at Flourish to friends and family, and encourage any interested parties to financially support Flourish's work. This should not distract from the main delivery of work, but should complement work through an understanding of needs for income generation for additional delivery activities and core costs

To work flexibly and develop the role in line with the needs of our growing charity.

## **Person Specification**

### **Knowledge and Experience**

- Experience of supervising others (either volunteers or paid members of staff).
- Experience of working in a group and one-to-one setting with young people.
- Knowledge of the issues young people face.
- Confident knowledge and experience of responding to safeguarding concerns.
- Experience of working alongside schools, churches and other youth agencies.
- Proven track record of planning and implementing engaging and effective sessions for young people.

### **Skills and Abilities**

- Able to build positive relationships with young people and excellent rapport with professionals and volunteers.
- Able to deliver engaging resources in a group and 1:1 setting.
- Excellent communication skills.
- Fully computer literate and comfortable with the main Microsoft Office tools, G-Suite and databases, internet and emails.
- Can use own initiative as well as work as part of a team.
- Ability to handle confidential information
- Use creative and innovative ideas to tackle challenges
- Excellent personal time and task management
- Excellent interpersonal skills
- Ability to manage and prioritise multiple tasks and complete them efficiently
- Able to uphold and contribute to the Flourish Christian ethos, values and Statement of Faith.

### **Qualities**

- Organised with a good attention to detail
- Values integrity and transparency
- Passionate about the work of Flourish and young people's wellbeing
- Sympathetic to the aims and christian ethos of Flourish

- Trustworthy and reliable with confidential information
- Excellent problem solving and creating systems and solutions
- Disciplined at managing own time and workload
- Able to take direction from line management.
- Warm and friendly nature.
- Female (GOR)