

JOB DESCRIPTION

- Post:** Young Communications & Projects Administrator (18-23)
- Reports to:** Rendezvous (+ Gillingham Youth Collective project team)
- Salary:** £10.12 per hour + pension contribution
- Hours:** Core hours - 7hrs per week increasing to 12hrs as project develops.
Thursdays (ideally) with some occasional early evenings and Saturday morning workshops
- Contract:** Fixed term contract with view to extension

Context

The Gillingham Youth Collective is a new and exciting five-year, youth-led project funded by The National Lottery Reaching Communities Fund. It is being delivered by [the Rendezvous](#) and [Gillingham Youth Club](#) to help 300+ young people (YP) rebuild and rediscover the soft skills, social networks and confidence that have been hard hit by the Coronavirus pandemic. It will provide opportunities to develop skills, raise aspirations and enhance CVs and deliver a range of activities and lead up to an annual summer event.

The project puts young people at the heart of the project, encouraging project ownership and control. As part of our commitment to empowering young people we have created a part-time role for a young person (18-23) to take on the role of Communications & Projects Administrator/Coordinator to provide the support that is needed to make the project a success.

Role purpose

- To be the main point of contact for the project partners, young people, activity leaders, professionals and the wider community, the one who knows everything and if not then the one who knows who to ask to find out
- To provide administrative support for the project activities –young leaders group, media group, a variety of workshops and a community event
- To coordinate and attend meetings, workshops and events
- To develop digital communications and the project profile through social media
- To gather and collate feedback and numerical data to help monitor and evaluate the project

What we know...

The role offers a tremendous opportunity to be supported to develop a range of business skills plus monitoring and evaluation, communications, media and event management) but there will be challenges. There will be a lot to learn and whilst new projects are exciting they are not without pitfalls. Some things will work well but some may not. We will build on the strengths and find new ways of doing the things that haven't been so successful. Everything is a learning opportunity and optimism and positivity is key.

Working day

Work will be over one 7hr day a week with additional hours to be worked in the evenings or Saturday mornings as required which will be when you visit the activities taking place or join meetings, or as the administrative work increases during the week at a time to suit you.

Support

You will be formally attached to the Rendezvous which is a friendly and supportive organisation to work for. There will be lots of help and support from the team there and those based in Gillingham.

Office space & working conditions

We are securing an office in Gillingham where you will be the sole worker but it is in a friendly building with other businesses next door and a café downstairs. The successful applicant will need to travel to Sherborne for occasional meetings and induction (train travel will be paid). The office space and board room will also be used for meetings, steering group meetings, Media Maker sessions and more.

What we also know... length of involvement

This is also a learning opportunity for the young person who is appointed. We want them to grow and develop and gain the skills and experience they need to build a successful career.

This project is funded for five years and whilst it would be unrealistic to expect someone to commit to the project for five years (we would be delighted if they did) we do ask that there is a commitment to the project of at least nine months, through to Christmas 2022 after which the contract can be extended.

Key activities and responsibilities**Project Administration**

- Office management –manage and maintain the office space and resources, purchasing,
- Responding to emails/phone calls etc
- Finance – liaison with Rendezvous Finance regards invoice approval and payment and keeping track of small day to day purchases
- Managing office space and resources – including media equipment and keys
- Coordination – meetings and office space for project partners including arranging steering group meetings, venues, refreshments, sending out papers, attending and writing action minutes for circulation
- Steering Group Meetings – to attend and play an active part of steering group meetings
- Minute taking – to produce notes and follow up on allocated actions
- Records and documents - to collect, collate and store information about the projects as directed (eg paper questionnaires and online surveys), participation numbers and project feedback
- Evaluation - creating online polls, google form questionnaires etc to gather feedback,
- Purchasing - sourcing materials for activity sessions – eg arts, crafts, stationery, food, media equipment
- Problem solving – helping all project leaders resolve practical problems
- Activity – supporting activity leaders (particularly around parental permissions etc), ensuring that their work is tracked and feedback gathered
- Research and identify best value resources
- Contributing to the annual project report submitted to the lottery

Communications

- Communications - social media – developing the social media for the project (Instagram, tick toc, Facebook) for to develop a strong and active local presence, writing, producing and posting content
- Content – working with professional to devise media strategy and create and scheduling content for the social media pages including setting up digital polls
- Digital media production – learn to use video, graphics and text to promote the project and record and celebrate the activities and events through short video clips, vox pops, graphics etc
- Attending occasional sessions to take photographs and/or vox pops for social media etc
- Filing – creating a system for digital filing of media and data and keeping organised

What the job offers

Support

- Admin mentor (Rendezvous – based Sherborne)
- Chief Exec (Rendezvous – based Sherborne/WFH)
- Gillingham Youth Club project leads
- Website and social media mentor and trainer (freelance)
- Steering Group

Training to include

- Safeguarding (L2)
- Social media
- Digital media – camera, sound
- Monitoring and evaluation
- Software specific support and guidance
- Introduction to Youth work (optional)
- Other training as required

Office and resources

- Office space in central Gillingham
- Laptop and mobile phone

Person Specification

You are

- Between 18 and 23
- Able to commit to working on a regular day (Thursdays ideally) and available to attend meetings and sessions in the evenings and Saturdays (with notice)
- Able to commit to work until at least Christmas 2022.
- Confident, willing and quick to learn
- Organised and able to attend to detail
- Full of initiative but smart enough to know when to ask
- Able to focus on solutions not the problems
- Positive and self-driven, able to work both independently and as part of a team

- An excellent communicator - comfortable talking to different people in person in person, on the phone/face time, email etc
- Creative
- Able to comply with our policies and procedures – including safeguarding, equality, diversity and inclusion

Education, qualifications or experience

- A high standard of English & Maths are essential

Knowledge, skills and abilities

- Excellent IT skills
 - MS Office (inc word, excel, powerpoint) - essential
- Media skills - camera/video/editing skills would be a bonus
- Social media

Please note: this organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Background checks and an enhanced DBS will be required.