

**THE UNIT, SALISBURY are looking for a**

**PROJECT DEVELOPMENT CO-ORDINATOR**

**Part-time (22hrs p/w) short term contract, competitive salary**

The Unit is an innovative project aimed at young people aged 13-19. It is a city centre youth hub on the corner of Endless Street in Salisbury, offering support and opportunities for young people to meet with others and enrich their lives by getting involved with things in and around the city.

Over the past few years the Unit has developed good links with a range of local cultural and community providers. The Unit team is now ready to take the project to the next stage, so are seeking to appoint an inspirational Project Development Co-ordinator to help drive things forward.

Initially the role is part-time but, subject to funding, has the potential to lead to a full-time position. The work is based at The Unit, 17 Endless Street, Salisbury, SP1 3DP, and the hours are flexible, but will include weekend work, with regular fixed times for weekdays and Saturdays.

The Project Development Co-ordinator will be required to achieve a range of tasks to get the project up and running again. The successful candidate will be expected to quickly grasp the tasks in hand and “hit the ground running” with this exciting opportunity.

**Project job Tasks**

- Set up and manage a committee for the Unit, made up from local young people, to meet regularly to help shape the future of the Unit and its ongoing projects
- Develop new projects and events for young people
- Engage volunteers to lead projects and support the Unit and SYV
- Develop links with local schools and engage with local students
- Represent The Unit at local events, partnership meetings and forums
- Work with the Unit team to write press releases and copy for the website, and to develop marketing strategies
- Use online networks and website to promote Unit activity
- Fundraising – development of contacts with local sponsors and supporters
- General administration and co-ordination of day to day business at The Unit
- Report to Salisbury Youth Partnership and Salisbury Youth Venture

**Expertise and skills**

***We are looking for someone with the following expertise and skills:***

1. Experience of working with and enabling young people
2. Experience of managing projects and budgets
3. Excellent literacy and numeracy skills
4. Knowledge and understanding of young people, “youth cultures” and issues facing young people aged 13-19

5. Up to date general knowledge of national education and training provision for young people aged 13-19
6. Experience and understanding of using online networks and digital resources
7. Schools liaison experience
8. Ability to work independently
9. Ability to manage time and resources
10. Understanding of and personal commitment to diversity, equality and inclusion.

Ideally, but not essential - knowledge, understanding and/or experience of marketing and promotion relating to events

**How to apply:**

Please send

- your CV
- a covering letter outlining your skills and experience relating to 1-10 above
- a short statement explaining why you are interested in this work
- contact details for two work related referees

Please send your application to [debrah@wessexcommunityaction.org.uk](mailto:debrah@wessexcommunityaction.org.uk) to arrive no later than 12 noon on **Thursday 6<sup>th</sup> November**

Interviews will be held in Salisbury on **Thursday 13<sup>th</sup> November**

Availability for an immediate start after this time would be preferable.

PLEASE NOTE: This position will involve working closely with young people and is therefore subject to a Disclosure and Barring Service (DBS) check. If you have any questions please contact Debrah Biggs at Wessex Community Action, or Annie Scadden or Abi Blake at Salisbury City Council.