



The Charity Company Paradiso, in partnership with Charity Esteem, is seeking:

A Project Co-ordinator for a weekly drop-in for young people

Accountable to: Director of Company Paradiso, Jon Potter
Based at: Old School House, Shoreham
Contract: Freelance position 1 day / 8 hours a week for 12 weeks. Fixed term for 12 weeks (subject to further funding)
Hours: 1 day (8 hours) per week, including drop-ins Wednesday evenings. Further funding may extend the project and the contract.
Pay: £100 per day, £12.50 per hour (maximum 96 hours).
Start date: 25th May 2016 tbc
Interview Date: Thursday 12th May 2016
Application Deadline 5pm Monday 9th May 2016

Role

As Project Coordinator you will carry out and develop Company Paradiso and Esteem's 'Rally' project. This pilot project will support a small group of young people aged 16 to 26 who have mental health and wellbeing issues. You will work with the Charity's Director, Jon Potter, exploring how best to recruit and engage young people, and develop the project.

We are seeking a candidate who is passionate about supporting young people and has experience of doing so. You will communicate well with young people. Ideally you will have an understanding of mental health issues and difficult behavioural situations.

Principal tasks and responsibilities

You will work closely with the Director to create and deliver the service. You will:

- Network with other professionals and young people, and recruit young people
- Plan and co-ordinate project sessions which incentivise young people to attend
- Plan and co-ordinate 2 x special events / trips
- Write risk assessments with project director as required
- Run The Drop-in Sessions (Wednesdays 6 – 8pm tbc)
- Purchase food and coordinate / cook a meal for each session
- Oversee the project's sessional budget
- Record sessions and details of young people who attend

General

You will:

- Support the promotion and awareness-raising around the project in relation to emotional wellbeing
- Keep yourself up to date with other organisation's events and projects that may benefit young people, referring young people to other services when required, including Charity Esteem's activities and events
- Assist the project's aim of raising awareness about wellbeing issues in young people, using arts and media, if this is appropriate with the group
- Support young people to experience an overall increase in emotional resilience and wellbeing directly or indirectly from their attendance at the project
- Maintain the required level of confidentiality in all tasks and communications
- Follow Company Paradiso's Child Protection and Equal Opportunities Policies
- Undertake other duties as required by the Director

For an informal chat about the job, please ring Jon Potter on 01273 440277. To apply please send CV and brief email describing your suitability for the job to Jon@companyparadiso.co.uk

www.esteem.org.uk

www.companyparadiso.co.uk

28th April 2016