

Project Coordinator — JOB ADVERT

School of African Cultures (SOAC) is recruiting a Project Coordinator to support the delivery of our exciting Young Start Fund programme in Renfrewshire



This project will:

- build the capacity of young volunteers in our Youth Advisory Group called: **Youth Opinion Group (YOG)**, aged 12–25
- deliver **free holiday camps** for children aged 5–11 from ethnic communities living in Renfrewshire

We are looking for someone organised, motivated and passionate about working alongside children, young people and ethnic minority communities. You will coordinate project activities, support young volunteers and sessional staff, build partnerships, and help ensure that young people's voices shape what we do.

Hours: 3 hours per week

Rate: £35 per hour

Location: Hybrid working/Renfrewshire / community venues

Contract: Fixed term/hybrid working, subject to funding

You will have:

- experience in project coordination, youth work, community work or similar
- strong organisational and communication skills
- an understanding of safeguarding and inclusive practice
- a commitment to supporting children and young people to thrive
- Experience of working with children/young people of diverse communities

This is a rewarding opportunity to be part of a project that helps young people build confidence, life skills, leadership and pathways into education, training, employment and community participation.

To apply: Please send your CV and a short covering letter explaining your interest and suitability for the role to:

Sandrine.manoka@pachedu.org

Project Coordinator — JOB SPECIFICATION

Job Title: Project Coordinator

Organisation: School of African Cultures (SOAC)

Project: KOLA-GROW/DEVELOP (Young Start Fund Programme)

Location: Hybrid working /Renfrewshire, with community-based delivery at various venues

Hours: 3 hours per week

Rate of Pay: £35 per hour

Contract Type: Part-time / sessional

Duration: Fixed term, linked to project funding, hybrid working

Job Purpose

The Project Coordinator will coordinate the delivery of SOAC's Young Start Fund project, which aims to build the capacity of young volunteers in the Youth Opinion Group (YOG) and deliver free holiday camps for children aged 5–11 from ethnic communities living in Renfrewshire. The postholder will ensure the project is well organised, safe, inclusive and responsive to the voices of children and young people and young volunteers.

Main Duties and Responsibilities

- Coordinate the overall delivery of the Young Start Fund project in line with agreed outcomes, timescales and budget.
- Support the planning, organisation and smooth running of YOG sessions and holiday camps during Easter, Summer and October breaks.
- Work closely with young people, volunteers, sessional workers, parents/carers and partner organisations.
- Ensure children, young people and young volunteers are meaningfully involved in planning, shaping and reviewing activities.
- Coordinate session timetables, venues, staffing, registrations, attendance records and feedback processes.
- Support recruitment, induction and coordination of volunteers and sessional workers.
- Maintain effective safeguarding practice and ensure all activities follow SOAC safeguarding policy and procedures.
- Liaise with local partners including schools, youth services, employers, community organisations and training providers.
- Support capacity-building opportunities for YOG members, including workshops, mentoring, employability activities and skills training.
- Monitor project delivery and keep accurate records of outputs, participation and outcomes.
- Reports to funders, trustees and internal monitoring purposes.
- Ensure project resources and equipment are used appropriately and safely.
- Promote equality, inclusion and cultural sensitivity in all aspects of the role.

Project Coordinator — PERSON SPECIFICATION

Essential

- Experience of coordinating community, youth or family-based projects.
- Experience working with children and young people, including those from diverse ethnic or disadvantaged backgrounds.
- Good organisational and administrative skills.
- Ability to plan activities, manage schedules and maintain accurate records.
- Good communication and relationship-building skills.
- Understanding of safeguarding and child protection responsibilities.
- Ability to work collaboratively with young people, volunteers, families and external partners.
- Commitment to equality, inclusion and empowering young people's voices.

Desirable

- Knowledge of the Renfrewshire community and local support services.
- Experience in the voluntary, community or third sector.
- Experience of project monitoring and reporting for funders.
- Experience supporting youth participation, leadership or employability programmes.
- Relevant training or qualification in youth work, community development, education or a related field.