

## **HALFTIMETALK PROJECT COORDINATION CONSULTANT**

### **ENGAGE-EDUCATE-EMPOWER**

#### **Role Description**

The main function of this consultancy contract will be to coordinate the establishment of an Educational Programme Plan to deliver training for unemployed youths aged 18-25 through the charity HalfTimeTalk.

HalfTimeTalk aims to engage, educate and empower unemployed youth in communities, to help unlock their potential.

As an independent contractor you will act as a Project Coordinator reporting to the Programme sub-committee chair.

The specific purpose of your role will be to work closely with Board members and external stakeholders to develop and deliver an Educational Programme Plan that can be rolled out in local communities. The Plan aims to increase a participant's life skills, employment skills and engagement with employers to foster work experience opportunities. More details will be provided by the programme Sub Committee.

#### **Our Objectives for our participants:**

- Increase life skills
- Increase employment skills
- Engage with employers to foster work experience opportunities
- Enhance engagement between target groups and their local communities
- Support families by building partnerships with groups that share our values
- Improve physical and mental health wellbeing

Further details of the Charity can be reviewed on - <https://www.HalfTimeTalk.ie/>

#### **Principle Duties and Responsibilities**

- Responsible for the coordination and planning of HalfTimeTalk educational programme.

- Developing and maintaining relationships with external education providers to establish learning modules necessary for the delivery of the programme by such providers.
  - Working closely with the programme subcommittee to identify accredited and non-accredited learning modules. Working closely with programme subcommittee to collaborate and build relationships with partners.
    - Implement good governance practices, through organising regular programme activity meetings and preparing project status reports for the programme sub-committee and Board. Reports to include status on key deliverables, milestones, issues, risks and dependencies.
- Build and manage relationships with local champions and companies providing work experience as part of the Educational Programme Plan.
- Responsible for the coordination of programme requirements as defined by programme sub Committee or HalfTimeTalk Board for the term of the Contract.
  - Liaising with Sub Committee in relation to communication and marketing strategies.
  - Other related duties as assigned by the Board.

### **Experience and Key Skills**

- A strong desire to help young people from low income families and communities suffering from deprivation caused by poor social and economic circumstances.
- Understanding of project management / coordination in a charitable organisation setting is essential.
- Experience of delivering Education and Training programmes is required.
- Previous experience working in a community-based organisation is required.
- Previous experience in managing multiple projects in the area of education and social enterprise would be an advantage.

- Experience in managing projects in complex environments with multiple stakeholders and partners.
- Proven ability to build trusted relationships with key stakeholders.
- Excellent written and oral proficiency in English (essential)
- Able to prioritise workload and meet deadlines
- Strong problem-solving abilities
- Excellent analytical skills - can identify a problem/risk and propose solutions to multi- faceted problems (essential)
- Business acumen would be an advantage as the position will involve establish relationships with small to medium sized business entities for work placement programmes
- S/he will have excellent, interpersonal, communication and presentation skills – both written and verbal
- S/he will be an effective and positive communicator
- Excellent time management skills and highly organized
- Resourceful / conscientious and self-motivated individual with a 'can do attitude' – ability to see tasks through to completion Enjoy working independently and/or as part of diverse team

**Application procedure:**

Applications should be submitted by e-mail to [info@HalfTimeTalk.ie](mailto:info@HalfTimeTalk.ie) or by post to the Human Resources Department, HalfTimeTalk, 51 Clontarf Road, Clontarf, Dublin 3 with a Cover Letter and a CV.

Please note that this is an Independent Consultancy Role only and no employee/ employer relationship will exist.

**Strict Closing date** - 9<sup>th</sup> of August 2019. Interviews will take place commencing the week beginning 12th of August 2019.