

Project Coordinator (Pan Sussex)

Sussex PCC Youth Ambassadors Programme (Online Safety)

Job Description & Personal Specification

Responsible to:	Chief Executive
Contractual hours:	37.5 Hours/Week (Monday to Friday)
Contract type:	Fixed term 15 months from January 2025 (additional 2 years funding if successful)
Location:	Sussex, home working
Salary:	£28,000 Per Annum, plus 5% pensions contribution
Annual Leave:	25 Days (Plus Public Holidays and days between Christmas and New Year)

Breck Foundation is a unique and dynamic organisation that makes a real difference. The charity was founded in 2014 in memory of Breck Bednar, a 14-year-old boy who was groomed and murdered by someone he met online. We inform, educate and campaign to help young people and the wider UK public reclaim the internet from those who seek to harm others through it. Our educational programmes reach thousands of students, parents and safeguarding professionals each year.

The Project

Over the last few years, the Breck Foundation worked closely with Volunteer Police Cadet Units in Surrey and Tower Hamlets to train cadets as 'Breck Ambassadors', equipping them with the training needed to talk in schools to their peers about staying safe online and the key signs of grooming.

We are proud to take this successful project further having secured funding with the Office of Sussex Police & Crime Commissioner (OSPCC) to recruit and train up to 30 'Youth Ambassadors' (for online safety) in schools across Sussex. The Youth Ambassadors will learn how to tell Breck's story and empower young people with the tools they need to stay safe online. Working closely with schools to enable the students to become Online Safety Ambassadors for their school community, advocate for their peers and to be a voice of expertise and counsel. You will work with schools and community groups to generate impact through Breck's story (on online grooming), and other important topics related to children's online safety.

This flagship project for the OSPCC will launch in April 2025 and run for at least 12 months, with potential funding up to three years. We hope it will set a precedent for others to follow our lead and develop similar programmes for young people across the UK.

The Role

As our new Project Coordinator, you will lead the delivery of this flagship project. From the initial set up, recruitment of the schools and young people, to training and coordinating the delivery. The post holder will need to be based in Sussex, required to work from home permanently but willing and able to easily travel regularly to various locations across East and West Sussex, occasionally farther as necessary to fulfil the requirements of the role, to deliver aspects of the programme and to engage with other stakeholders and colleagues.

Main Duties and Responsibilities

Project Delivery

- Assist the CEO in the initial set up and launch of the project
- Liaise and enlist up to 15 schools across Sussex for Year 1 of project
- Support schools to identify two young people per school to be trained as Ambassadors
- Recruit young people to the programme, securing all necessary parental permissions.
- Ensure that permissions are granted and arrange Ambassadors' visits to deliver to their peers, providing expert presence at some of the sessions delivered by Ambassadors.
- Provide continuous support to the Ambassadors around Breck's story, answering their questions and providing support.
- Periodically review the experiences of Breck Ambassadors on the programme and provide tailored additional support as may be required.
- Respond to any questions, disclosures or safeguarding concerns raised during sessions and follow up where necessary with the relevant safeguarding teams or, where consent is secured, make onward referrals for additional support in specific cases.
- Carry out pre and post project-cycle surveys to capture a baseline data at the start of the project cycle and comparative data at the end, to measure improvement in participating children's knowledge and skills around online safety.
- Contribute to the continuous development of all aspects of the projects, sharing new ideas and using best practice, including to develop new presentations when necessary and keep existing presentations up to date or, when applicable, to work on this together with relevant colleagues, ensuring that presentations used in schools across the organisation are always uniform and consistent.
- Work with the CEO and Breck Foundation staff to plan the project launch.
- Support Ambassadors with resources, booking, post resource materials and merchandise.
- Maintain accurate records of programme activities, including record of input, output, and impact as well as demographics data, and monitor and periodically evaluate and report on impact.
- Responsibility for ensuring Ambassadors are fully trained to deliver all sessions accurately, tailored to educate/inform/train children

Stakeholder Development/Management

- Work with the CEO and staff at the Office of Sussex Police & Crime Commissioner to develop areas of the project that increase the Ambassador's experiences
- Seek and maximise opportunities for building relationships with schools (primary and secondary) and relevant education/teaching groups, unions, networks and community/youth groups, with a view to raising the profile of the projects and generating interests in them.
- Where necessary, engage senior colleagues to develop strategic partnerships with major bodies and school networks.
- Develop and manage ongoing relationships with individual schools to secure their interest in repeat participation in the projects and/or their interest in other projects by the Breck Foundation.

Publicity/Marketing/Communications

- Promote the core work of the foundation to schools with priority given to those within the bottom 50% of the Index of Multiple Deprivation (IMD) for applicable projects and instances of delivery, working with relevant colleagues to create impactful publicity/marketing assets and to make contact and register schools' interests.
- Maximise opportunities for generating communication assets and publicity during delivery in schools, including through video recordings, photographs, testimonials, Vox Pops, collection of social media handles for mentions etc. making sure to follow school guidance and secure necessary permissions.

- Liaise with relevant colleagues to ensure that website contents related to the projects are always updated and social media posts are regularly made, to reflect activities on the programme, using relevant hash tags and stakeholder mentions and, where applicable, using multimedia.

Additional Duties and Responsibilities

- Prepare quarterly delivery report for the OSPCC and for the CEO's reports to the board of trustees.
- Control expenditure and manage financial records related to activities of the role.
- Objectively review the successes and achievements against agreed objectives, identifying strengths, weaknesses and risks, as well as suggest improvement.
- Depending on experience and qualifications of post-holder, to be receptive to any other duties as may be reasonably required, in line with the needs of Breck Foundation.
- Develop and maintain good working relationships with colleagues and other professionals, and to participate in team meetings.
- To participate in personal supervision in accordance with Breck Foundation's supervision and performance appraisal policy and attend agreed training as relevant.
- At all times to carry out the responsibilities of the post in a manner consistent with promoting equalities and diversity and demonstrate respect for colleagues and Breck Foundation's aims and values.
- To maintain an awareness of own and others' health and safety, comply with Breck Foundation's Health and Safety policies and procedures and lone working policy.
- Some evenings and weekend are involved with time recovered flexibly or time off in lieu taken where agreed with the line manager.

All job descriptions are subject to periodic review

Personal Specification

The following are the qualities we believe to be necessary to do this job. In your application, you should clearly show how your skills/experience and potential meet the required points under 'Abilities/Experience', 'Qualification', and 'Knowledge/Skills' as the short-listing decision will be based on assessment against these criteria. Where possible give examples:

The final selection process will also seek to assess these characteristics.

1. Abilities/Experiences

- Experience of generating new engagements from schools and/or other youth spaces to deliver activities on their premises and/or ability to engage schools in a compelling manner to secure their participation in projects.
- Experience of project coordination or management or similar comparable role
- Ability to passionately deliver educational presentations to children of all age groups in an age-appropriate style and engage a young audience empathetically.
- Ability to observe strict safeguarding policy and best practices always.
- Experience of creating digital content for a variety of audiences, using PowerPoint or similar software.
- Experience of effective relationship building, both internally and externally.
- A clear passion for working with and for children and young people to keep them safe online.
- Demonstrable ability to effectively plan and prioritise own workload with minimum supervision.
- Ability to buy strongly into strategic objectives and reflect passion for Breck Foundation's work with and for young people.
- Willingness to work evenings and weekends as the job requires, and to travel.

Desirable:

- Experience of using Salesforce or a similar CRM for marketing and stakeholder management.
- Experience of working within a charitable environment.
- Experience in education or safeguarding.
- Experience of evaluation and impact reporting.

2. Qualifications

Desirable:

- Relevant qualification in Project Management, Education, Safeguarding or other related fields.

3. Knowledge/Skills

- Strong verbal and written communication skills.
- A good understanding of topics such as online grooming, child sexual exploitation and abuse, digital literacy, digital wellbeing, digital resilience and online safety.
- Advanced knowledge of safeguarding legislations, policies and practices relating to children and young people.
- Awareness of the current online trends in games, apps, socials and other online platforms.
- Knowledge of GDPR and commitment to Breck Foundation's data protection and confidentiality policy and practices.
- Awareness of the principles of equality legislation and ability to support the promotion of equality and diversity in the delivery of the programme.

4. The competencies applicable to the post are:

Self-development and Learning

Willingness to improve learning and participate in any identified capacity building and good practice sharing events.

Teamwork

Ability to cooperate with colleagues. Also, able to see the bigger picture, how own work fits into a wider organisational objective and strategy.

Self-discipline and Organisation

- Experience and ability to manage and prioritise workloads paying attention to detail.
- Good organisational skills and ability to manage time effectively to maximise output
- Able to use technology to monitor, analyse and report work.

Networks and Partnerships

Ability to engage with various Breck Foundation partners and stakeholders and secure their continuous support for Breck Foundation's work.

Communicating Effectively

- Ability to communicate to a high standard – face-to-face and electronically, to a wide range of people and in a variety of settings.
- Ability to liaise with colleagues in collating information/data; to include ability to produce written reports to a high standard.

Innovation and Finding Solutions

- A proactive and 'can do' attitude to problem solving.
- Ability to use own initiative in decision making and produce required results with minimal supervision