

- **Title** Project Delivery Officer
- **Location** Camden, London **(1-2 days working from home)**
- **Hours** Full time / 30 hours a week (flexible working hours)
- **Salary** £28,000pa (£19.45/hour)
- **Status** You will be hired as an independent contractor (self-employed basis)

Background

- Survivors Can Shine C.I.C is an ambitious non-profit organisation based in Camden, founded in 2019. We are a small, dynamic team. We are looking for a driven, entrepreneurial and strategically minded individual to join our team.
- We believe that children should be seen & heard. We want every child to know their rights and the power of their voice. We value the insight of employees with lived experience and connections in the field of youth work and social action. We recognise that using lived experience to drive social change is a valuable skill.
- We raise awareness and facilitate dialogue about the reality and prevalence of abuse, by providing platforms to empower young people and amplify their voices through creative and performing arts. Our work is focused on bringing communities together in collective strength, changing perceptions around abuse and creating young Ambassadors for Change.
- It's an exciting time to join the organisation as the response to our work over the last year has been fantastic and the demand is expanding.
- **Main purpose of the role**
- Working with the Founder / Director of Survivors Can Shine to effectively deliver our **'I Shine, Speak Out – Ambassadors for Change'** project

In this role you we can offer:

- - A strategic position, working directly with CEO
- - Opportunity to attend quarterly board meetings
- - Opportunity to directly work with and improve the lives of young people.
- - Opportunity to grow and develop with our organisation

Key tasks and responsibilities

- Management of the project plan, including monitoring and updating of budgets, and referring any cost implications to the Director as appropriate
- Support the smooth delivery of project objectives and production
- Lead and coordinate project meetings with partners / young people
- Coordinating training and support for workshop leaders and volunteers to support the delivery of the I Shine, Speak Out project activities
- Lead and coordinate the annual Survivors Can Shine Community event.
- Support the collection of information & evidence as part of project reporting (monitoring & evaluation) requirements
- Identify risks and issues within the project and work with the project team to resolve or escalate as appropriate to the Director
- Supporting the production of marketing materials
- Provide administrative support including assisting in the management of external suppliers/subscriptions/invoices, updating policy documents, maintaining accurate records and supporting other relevant tasks
- The above list is not exclusive or exhaustive and you may be required to undertake such other duties as may reasonably be required.

Person specification

Skills & experience:

- Strong communication and presentation skills
- Experience with event planning/coordination.
- Experience working in fundraising within the charity sector.
- Strong interpersonal skills: team working and working collaboratively; able to interact with different audiences and all levels of people
- Strong levels of motivation and independence
- Good project, event & time management skills
- Competency on Excel/MS office

Desirable

- Experience working with children & young people, including with a range of needs e.g. behaviour, S.E.N, academic attainment, trauma and/or confidence
- Experience of supporting children & young people from underrepresented groups in North London
- Experience of working in creative and performing arts environments
- Good networks and connections

Attitude/Behaviours:

- Belief in Survivors Can Shine mission and passionate about supporting children and young people to thrive. Actively works to understand each young person and their needs
- Gives and receives constructive feedback and can manage conflict and misunderstandings effectively
- Ability to adapt to unpredictable circumstances and learn from challenging situations
- Enthusiastic and dynamic with a positive 'can-do' attitude and a clear focus on outcomes and impact
- A demonstrable commitment to equality, diversity and inclusion
- Can work flexibly as the project involves evening and weekend activities

- Willing to travel to & work at various locations across Camden, Islington and other London Boroughs to support project and event delivery

Application process

- To apply, please click on the 'Quick Apply' button to submit your CV and a supporting statement (maximum of 2 pages), addressing the points in the person specification, clearly describing, supported by practical examples / evidence, your suitability for this role.
- Do take the opportunity to visit and read all about our charity before applying by clicking on our profile page below.

Closing date: midday on 28th September.

- Interviews are being scheduled on a rolling basis.

IMPORTANT INFORMATION

- ***Please note:** if you are successful at the interview, you will be required to undergo an enhanced criminal records check with the Disclosure and Barring Service. Survivors Can Shine will cover the cost of the check and guide you through the process.
- All staff have a responsibility to safeguard and promote the welfare of children, young people and adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.