

ROLE PROFILE

SECONDMENT PROJECT COORDINATOR (NORTH)



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POST:

Project Coordinator (North)

SALARY:

£29,000-£34,000

CONTRACT:

Fixed Term Secondment for c12 - 18 months to add additional capacity supporting new Youth Zones during the project development and pre-opening stage.

LOCATION:

Hybrid working: 2 days a week in the Bolton office combined with home-working, occasional attendance at evening Board meetings, and some travel to new Youth Zone projects across England, as required for the role.

REPORTING TO:

Head of New Project Development

BENEFITS:

Agile working with flexibility in working hours; 25 days annual leave plus bank holidays (rising to a maximum of 30 days); birthday leave, additional annual leave purchase scheme; company matched pension; company sick, maternity, paternity & adoption pay; Employee Assistance Programme, active and engaged networks to join (including Equity, Diversity & Inclusion) and access to Charity Worker discounts.

OUR COMMITMENT TO EQUITY, DIVERSITY & INCLUSION

As an equal opportunities employer, we welcome applications from under-represented groups; in particular from Black, Asian, Mixed Race & other ethnically diverse individuals, people with disabilities, and members of LGBTQ+ communities. Our dedicated ED&I Group, with support from the Senior Leadership Team, is actively promoting and advancing diversity and inclusion at OnSide, ensuring a culture where everyone can be themselves and thrive.

ABOUT ONSIDE

Potential is everywhere. In every home on every street, from affluent suburbs to inner-city estates. The difference is that some young people get every opportunity to explore their potential. Others don't.

We're OnSide, a national charity that believes all young people should have the opportunity to discover their passion and their purpose. To find out what they've got and where it could take them.

We fund and build state-of-the-art, multimillion-pound Youth Zones in the country's most economically disadvantaged areas. We train the amazing people that run them. We offer continuing support via the nationwide OnSide Network, where they can learn and grow, share their stories and celebrate their success together.

These are brand new, purpose-built spaces fizzing with energy, and crammed with incredible facilities. They are staffed by skilled and dedicated youth workers who truly believe in young people - helping them see what they could achieve, and giving them the skills, confidence and ambition to go for it. This is life-changing support that helps tens of thousands of young people from a diverse range of backgrounds to thrive.

It's inspiring. It's empowering. And it works.



We know it works because we've been doing it for over a decade and we're in this for the long term. Every new Youth Zone is built on the know-how of the last. Every success story writes the first chapter of the next. And we're just getting started.

This is passionate, properly funded youth provision, with no ifs or buts. A unique partnership between young people and their community, local authorities and private business leadership, and a growing movement of supporters who believe that how we treat the next generation defines who we are as a society.

Because when we really invest in young people, we all benefit - from who they are now, everything they might become and achieve, and everyone they might touch and inspire. All they need is the chance to shine - an environment where they can be their best selves - and you just watch them go.

It's about opportunity.

THE ROLE

This is an exciting time for OnSide with six new Youth Zones opening throughout 2025 and 2026.

In this pre-opening phase, there are many stakeholders. Various internal OnSide teams are working on the construction and organisational set-up of the new Youth Zones. Each will ultimately be run by an independent charity - and so their staff teams and Trustee boards are rapidly growing in preparation.

The Project Coordinator Roles are critical. You'll be ensuring that everyone has access to up-to-date information about the status of the projects. You'll manage project plans, ensure good governance for board meetings and you'll work closely with Head of New Project Development and Heads of Openings to keep everything on track during this exciting period.

Diverse perspectives are crucial for strong organisations. We want the whole of the OnSide Network to be inclusive to reflect the diversity of the communities we serve. This means that we are very open to provide opportunities for someone who has not perhaps worked in the charity sector before, or who might never have seen themselves working with charities or boards of trustees.

You could come from any sector or career background. What is important is your ability to be the glue that holds things together, so you'll be a talented collaborator who builds great relationships with those around you. You'll also be an astute organiser - someone who remembers the details, understands why process is important and really loves a good spreadsheet to ensure everything is moving in the right direction at the right time!

JOB DESCRIPTION

KEY RESPONSIBILITIES

Support the Head of New Project Development and Heads of Openings by keeping an overview of the progress of projects and undertaking day to day administrative tasks to keep projects on track.

Assist the Project Lead in the development and maintenance of key documents such as project budgets, risk registers, project schedules and action plans.

Form and maintain professional and effective working relationships with colleagues, trustees & partners.

Schedule stakeholder meetings, circulate accurate minutes and assign tasks to team members, helping them understand what's expected from them in terms of project milestones and deliverables.

Provide a business support function to Boards of Trustees ensuring that good governance principles are followed for the scheduling and running of meetings and the annual governance cycle (training can be given).

Generate reports, as required, that bring together input from various teams and support contributing colleagues by planning these in advance with clear deadlines.

Foster cross-team collaboration to help project team members complete project tasks and produce deliverables, flagging with relevant colleagues and Project Leads if there are risks or delays.

When required and if capacity allows, to offer wider back-up and support to other colleagues and projects as part of the collaborative OnSide team.

Promote equity, diversity, fairness and inclusion in all aspects of OnSide

Be an ambassador of the OnSide culture; consistently defining ways to identify and reinforce behaviours that align with OnSide values

PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, knowledge and aptitudes listed below throughout the recruitment process. However, if you don't meet every single requirement but feel you have strong and relevant transferrable skills or lived experience to draw from, we encourage you to apply anyway.

Why? Studies have shown that women and Black, Asian, Mixed Race & other ethnically diverse people are less likely to apply for jobs unless they meet every single criteria/competency. OnSide are dedicated to driving change and to building diverse, inclusive, and authentic workplaces, so if you're excited about this role but your past experience doesn't align perfectly **please tell us how your experience is transferrable**. You may be just the right candidate!

SELECTION CRITERIA

EXPERIENCE

Experience of supporting the delivery of complex projects and therefore of working with projects plans, budgets and risk registers etc.

Experience of working across different teams and helping bring people and deliverables together with transparency and accountability.

Experience of using MS Office (including Outlook, Word, Excel and Teams); willingness to use Adobe,

Monday.com and AI where possible (training can be provided).
Experience of working to tight timelines, often with competing priorities.
Experience of communicating with a wide range of stakeholders and adapting your style to suit.
SKILLS, KNOWLEDGE AND APTITUDES
Communication skills - Project coordinators interact with many individuals throughout the life cycle of a project , such as project managers, project sponsors, stakeholders and of course, the project team. For this reason, project coordinators must demonstrate excellent communication skills.
Problem-solving skills - There will be issues, challenges and different types of problems, big and small. For this reason, project coordinators must have problem-solving skills that allow them to quickly come up with solutions and strategies or knows when to seek help and support.
Change management skills - As projects are executed, there are many variables to control, and many situations that might force the project team to make changes to the original project plan. Project coordinators must be able to adapt to these changes.
A believer: a genuine passion for the goals of OnSide

GENERAL INFORMATION

You will be contractually based at our **Bolton** office. Hybrid working involves working a minimum of 2 days a week at the office, combined with home working and some travel to support the Trustee Boards of new Youth Zones across England. Home working risk assessments are carried out for all employees working from home (full-time or hybrid), and appropriate IT equipment provided within budgetary guidelines.

In accordance with our Child Protection and Safeguarding procedures, this position requires a **Basic DBS** check.

APPLICATION PROCESS / EXPRESSIONS OF INTEREST

- We encourage you to discuss your interest with your line manager in the first instance.
- If you would like an informal chat, please contact Vanessa Haworth at Vanessa.Haworth@onsideyouthzones.org or by phone on 07513 136350.
- Please send a CV and an Expression of Interest detailing why you are keen to apply for this role to Vanessa Haworth using the contact details above by **5pm on Monday 10 March**.
- OnSide will contact your line manager/Chief Executive for a supporting statement/discussion.
- Professional discussions/interviews will be held with candidates on Tuesday 18 March on Teams between 12noon and 2pm.

For information on how OnSide processes your data, go to
OnSide Youth Zones Job Applicant Privacy Notice - OnSide Youth Zones



OUR VALUES



YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

EXCELLENCE

We encourage ourselves and each other to be the best we can be through continuous learning and improvement, and a focus on finding solutions.



RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



AMBITION

We are passionate and driven in taking on new challenges, embracing new ideas and exceeding our ambitions for young people, the Youth Zones and our local communities.

COLLABORATION

We create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.





PROVEN IMPACT



GIVE YOUNG PEOPLE A SAFE EXCITING PLACE TO GO TO HAVE FUN,
BUILD THEIR SOCIAL NETWORKS AND SUPPORT THEIR PERSONAL DEVELOPMENT



HELP YOUNG PEOPLE LEAD HEALTHIER, HAPPIER LIVES

