

# Job Description

## Project Officer



- POST:** Project Officer  
**PROJECT:** Aasha Gang Conflict Mediation Project  
**HOURS:** 12 hrs per week  
**SALARY:** £8-10 per hour  
**CONTRACT:** 3 month probation, until end of March 2010 (with possible extension)



### Responsibility

- The post holder is responsible to the Aasha Project Manager
- The post holder is accountable to the Senior Project Worker
- The post holder is responsible for the duties mentioned below and *any other work* allocated by the Aasha Senior Project Worker.

### Purpose

- Working as part of the Aasha team, the post holder will be responsible for the delivery and supervision of the Aasha Peer Programme. The post holder will also be supporting the manager in the *effective delivery of all Project outputs*.

### Major duties and responsibilities

- Work towards positive engagement and reducing anti-social or criminal behaviour:
  - Build relationships with young people
  - Facilitate young peoples learning and their personal and social development
  - Enable young people to organise and take co-responsibility for activities, events and projects
  - Work with young people in accordance with the core values of youth work
- To make contact with young people and assist in the recruitment into the work of Aasha.
- To identify groups of young people that can be recruited onto the Aasha Peer Programme
- To carry out regular weekly outreach
- To deliver workshop sessions
- To supervise young people in designing activities and overseeing their effective delivery on time and on budget
- To offer regular supervision to selected young people who you have engaged with on the outreach session.
- To be informed about conflicts and potential conflicts that exist in the LBTH area particularly LAP 1 and 2.
- To maintain accurate recording notes. All records to be updated weekly for inspection by project manager including:
  - Plans
  - Sessions reports
  - Attendance records
  - and reports

### Other Specific duties

- To work with Senior Project Worker to setup and run a successful Peer Work Programme.
- To assist the Senior Project Worker in organising culturally sensitive activities.
- Responsible for planning and delivery of regular workshops weekly
- Responsible for planning and delivery of 40 outreach sessions
- Maintain grass roots contacts of young people and influential individuals. Also generate new contacts for better street knowledge
- Where feasible, mediate in conflicts in consultation with the Aasha Team.
- Participate in all other Aasha activities including Training, workshops, meetings, etc
- Attend relevant forums and networking events to represent Osmani Trust regularly
- Assist in publicising the activities and events of Aasha and Osmani Trust
- To participate in relevant training for further development
- To be aware of and adhere to Osmani Trust policies and guidelines.
- To carry out all work allocated/designated by the Manager within the given deadlines.

### COMMENSURATE STATEMENT

The post holder will undertake any other duties of a similar nature, which are commensurate with the grade and seniority of the post.

### EQUAL OPPORTUNITY STATEMENT

To promote and comply with the Osmani Trust Equal Opportunities Policy in the opposition and eradication of all forms of discrimination and ensure that services are accessible to all users.



**osmanitrust**

Ordinary people doing extraordinary things

# Person Specification

## Project Officer



Person Specification	
Two years' experience of working with young people (aged 16-24)	Essential
Competent in National Occupational Standards in Youth Work to NVQ / VRQ level 2 or equivalent	Desirable
Excellent verbal and non-verbal communication skills and the ability to communicate effectively with a wide range of people, particularly young people, in a variety of settings	Essential
A knowledge and understanding of the issues affecting young people	Essential
A knowledge and understanding of anti social behaviour and the impact it has on the local community	Essential
Able to assist and support the participation of young people both individually and in groups in difficult situations	Essential
Ability to work alongside others to deliver programmes of activities and workshops with learning outcomes.	Essential
Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others' learning and share learning with others	Desirable
Commitment to and understanding of equal opportunities/diversity and previous experience of working successfully in a multi-ethnic urban environment	Essential
Ability to type well and use Microsoft Word and Excel confidently	Essential
Ability to lead and work as a member of a team	Essential
Ability to be self-motivated and work on one's own initiative.	Desirable
Proven ability to work on your own initiative, to prioritise workload effectively, and to deliver projects to targets and deadlines using time management skills	Essential
Experience of planning and organising events	Desirable
Experience of planning and facilitating training sessions for young people or adults, and confident presentation skills	Desirable
Commitment and willingness to undertake training which will improve personal skills and enhance team performance	Essential
Willingness to work evenings sessions 6pm-9pm	Essential
Willingness to work occasional weekends	Essential
Ability to speak a Tower Hamlets community language	Desirable



**osmanitrust**

Ordinary people doing extraordinary things