



Project Leader Job Description

You will be leading our mentoring programme within our partner school.

www.youngladiesclub.com

Programme Outline

You will be leading our mentoring programme within our partner school. As a project leader it is your responsibility to plan and deliver one to one group activities for young women and mentors. This in turn will help young women develop their academic skills whilst learning in a creative and engaging environment.

Our mentoring programme takes place in secondary schools once a week from 3.30pm-5.30pm. Our project runs throughout the school term which is September through to June.

You will be required to spend two hours preparing for a session per week and another two hours delivering the project which is a total of four hours.



Programme and Curriculum

You will have access to our programme and curriculum which will provide you with an understanding of the activities that are carried out to develop young women. You will also receive training to deliver our academic curriculum.

Location

The mentoring programme will take place in London. If you would like to discuss the programme in more detail please email:

info@youngladiesclub.com



Project Leader Job Description

Outlined adjacent are the responsibilities and expectations of a Project Leader.

Responsibilities and expectations

- ✓ Work closely and communicate regularly with the Programme Manager
- ✓ Plan and deliver a 2 hour mentoring session each week during term time for 10 young women and their mentors including:
 - One-to-one time and group work
 - Academic, self-esteem and confidence development and engaging activities
- ✓ Supporting young women to set their goals with the school and their mentors
- ✓ Oversee and manage volunteer mentors
- ✓ Distribute weekly lesson plans and referral information about young women to volunteer mentors
- ✓ Provide feedback, guidance advice and direction to volunteer mentors
- ✓ Ensure consistent and high attendance from volunteer mentors
- ✓ Organise team building and social activities
- ✓ Develop relationships with schools
- ✓ Complete monitoring and evaluation activities in order to evaluate the success of a project
- ✓ Keep track of attendance of young women and volunteer mentors
- ✓ Keep track of appropriate records
- ✓ Distribute surveys and questionnaires

Time commitment and remuneration

- ✓ Project leaders will be paid up to 4 hours per session for planning and delivering their projects
- ✓ The hourly rate is £11.95 per hour

Other requirements

- ✓ Project leaders will be required to attend training sessions to help prepare them for their project
- ✓ Project leaders become ambassadors of the organisation and therefore can represent us at: workshops, fresher's fairs and networking events

Project Leader Person Specification

We are seeking enthusiastic and positive individuals who are passionate about changing the lives of young women. Demonstration of the experience and skills highlighted below are required for the role of a project leader.

Experience Required

- ✓ Has experience in working with young people aged between 12-16 years old
- ✓ Has had experience in a leadership or management role

Skills Required

- ✓ Maths and English Skills, (minimum grade C at GCSE or equivalent)
- ✓ Good Communication skills (face-to-face, email, text, phone) and administrative skills
- ✓ Good time management and proficient in use of MS word and excel

Requirements

Highlighted below are Young Ladies Club's minimum requirements for individuals who would like to become project leaders. Upon completing your application form, you will be asked if you meet the requirements.

- ✓ Project leaders must be committed to the mission and vision of Young Ladies Club
- ✓ Project leaders must be committed to leading a weekly after school mentoring programme for a minimum of one academic year
- ✓ Project leaders must lead a weekly mentoring programme from 3.30pm-5.30pm
- ✓ Project leaders must be committed to learning and personal development
- ✓ Project leader must have at least a Grade C (or equivalent) in GCSE Maths & English
- ✓ Project leaders must be aware that they must complete a Disclosure and Barring Service (DBS) check before being offered the role of a project leader
- ✓ Project leaders must be able to attend our training sessions to equip them thoroughly for their role
- ✓ Project leader must be aged 18 and over
- ✓ Project leaders must be eligible to remain and work in the UK for the duration of the mentoring programme should they be successful

Should this opportunity interest you and you meet our minimum requirements then please sign up for the programme here:

[www.youngladiesclub.com/
become-a-project-leader/](http://www.youngladiesclub.com/become-a-project-leader/)



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