

Job Description

Post Title: Newcastle Youth Fund Coordinator (A5160)

Evaluation: 508 Points

Grade: N7

Responsible to: Senior Manager

Responsible for: N/A

Job Purpose: To support the successful development and implementation of the Newcastle Youth Fund.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To assist in the development and successful implementation of projects, initiatives and opportunities.
2. To lead the scheduling and administration of the Newcastle Youth Fund grant process, including ensuring prompt payment of grant funding.
3. To assist young people and Council officers in the assessment of bids to the Newcastle Youth Fund, including developing processes to track formal decision making.
4. To lead the monitoring and evaluation of projects funded by the the Newcastle Youth Fund , including through the use of appropriate management systems.
5. To develop effective relationships and collaborative working with stakeholders, including voluntary sector providers of services and funders.
6. To design and lead project communication and branding and to develop materials that support communication plans.
7. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
8. To participate in Strategy and Commissioning projects and assignments as required.