

THE DIANA AWARD



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# INFORMATION PACK

ANTI-BULLYING PROJECT COORDINATOR

[www.AntiBullyingPro.com](http://www.AntiBullyingPro.com)  
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[WWW.DIANA-AWARD.ORG.UK](http://WWW.DIANA-AWARD.ORG.UK)



## About Us

The Diana Award is a charity legacy to Diana, Princess of Wales' belief that young people have the power to change the world for the better.

Since 1999, over 47,000 young people have been recognised with a Diana Award for the outstanding difference they are making in their communities across the globe.

With the support of HRH Prince William and HRH Prince Harry, The Diana Award aims to inspire and recognise social action in young people by going beyond its original Awards programme with three additional youth led initiatives that emphasise a peer led approach.

## Our Mission

Our mission is to foster, develop and inspire positive change in the lives of young people. We do this in three key ways:

- **Driving Change:** facilitating change through practical action with young people
- **Recognising Change:** rewarding positive change made by young people
- **Mobilising Change:** celebrating and supporting ongoing change in young people

## Our Programmes

**The Diana Award:** awarding young people/ role models for selflessly creating and sustaining positive social change

**Mentoring:** building the resilience and character of young people by providing advice and guidance in decision making, active citizenship, life and career skills.

**Inspire Series:** supporting social mobility and furthering social action for young people.

**Anti-Bullying:** engaging young people to change the attitudes, behaviours and culture of bullying by building skills and confidence to address different situations, both online and offline.

## Employment Details

<b>JOB TITLE</b>	Anti-Bullying Project Coordinator
<b>SALARY</b>	Up to £24,000 per annum depending on experience
<b>LOCATION</b>	London, UK
<b>CONTRACT TYPE</b>	Full Time 1 year fixed term contract
<b>WORKING HOURS</b>	37.5 hours p/w
<b>START DATE</b>	April 2017
<b>APPLICATION DEADLINE</b>	5 <sup>th</sup> March 2017 at 23:59

## How to apply

To apply please complete our online application form by **Sunday 5<sup>th</sup> March 2017 at 23:59**. Shortlisted candidates will be invited to interview at our London office on **Thursday 9<sup>th</sup> March 2017**

Unfortunately we are unable to give feedback to applicants not shortlisted for interviews.

If you have any questions please get in touch with Becky at The Diana Award on [becky.andrew@diana-award.org.uk](mailto:becky.andrew@diana-award.org.uk) or call 0207 628 7499 ex. 208

[CLICK HERE TO APPLY](#)

Before you begin the application form it is recommended that you have the following information ready:

1. A copy of your CV which you will be asked to upload to our system
2. Personal Statement (max 1500 words) where you should demonstrate how your experience, skills, knowledge and qualities meet the Job Description and Person Specification criteria listed. It is highly recommended that you write this in a word document **first** and then copy it into the application form.

## About the Role

We're looking for a charismatic, experienced and passionate Anti-Bullying Project Coordinator to manage the successful delivery of a large scale project within our Anti-Bullying Campaign across the UK/Ireland. Our Anti-Bullying Campaign empowers young people, adults and parents to tackle all forms of bullying in their schools and communities. We work primarily with young people aged 5-18 to change the behavior of young people and shape attitudes.

Under this role you will project manage an exciting new national tour being delivered by The Diana Award Anti-Bullying Campaign in partnership with a transport company. You will be responsible for coordinating all aspects of this from the development of project timelines and high quality resources to the roll out and delivery of the project. This includes **extensive, regular travel** across the UK to deliver interactive workshop sessions on online safety and bullying to young people and teaching staff across a number of different locations. We are looking for an individual with strong people and project management skills.

Applicants will have an excellent understanding of issues relating to bullying, online safety, safeguarding and behaviour and be able to create educational resources and plan and deliver workshops targeted at secondary school students.

An exceptional understanding of communicating with young people is essential. The post holder will also be responsible for ensuring our services achieve or exceed our service level agreements and manage a budget in order to achieve key performance targets. The position requires an individual with the ability to manage their own time.

## Job Description

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by employees in this role. It is not exhaustive and staff may be required to undertake other reasonable duties commensurate with the role as requested by the line manager.

### Key Responsibilities:

- To deliver training to school staff and young people and develop high quality resources and session plans
- To work with the Events Coordinator to contribute to the planning and execution of high quality training events
- To contribute to the general administration, well running and development of the organisation
- Undertake regular reviews of the project and its evaluation, and lead the development of new and existing training materials, in order to lead to evidence-based improvements in positive outcomes for young people
- Ensure appropriate reporting structures are in place to ensure timely feedback to meet funding obligations
- Ensure that all key stakeholder relations are managed to the highest standard, and oversee the smooth running of projects across the department
- Work closely with other departments to ensure the effective promotion of The Diana Award Anti-Bullying Campaign
- Write reports for funders, stakeholders and partners, focusing on outputs and outcomes
- To undertake any other reasonable duties as may be required
- Managing key events
- There may be some supervision of key members of staff and volunteers in terms of their support with delivery of training and associated resources
- Research and develop strong working partnerships to increase opportunities for project growth
- Developing networks and relationships with a range of stakeholders, including project partners, funders, schools, youth settings and others.
- Manage overall communication of the projects, including disseminating information via social media outlets.
- Provide monthly reports on the progress of the projects to the SMT plus regular management reports in accordance with the programme's contractual requirements
- Support the development team with program data for reports as needed

## Person Specification

<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Excellent IT skills including Microsoft Office software</li> <li>• Excellent communication skills with the ability to communicate clearly and succinctly, both orally and in writing, including online communication</li> <li>• Knowledge and experience of online networking, familiarity with digital technologies and ability to manage work in an online environment</li> <li>• A team-player, able to work in support of other teams and bring together colleagues from different departments</li> <li>• Ability to set and work towards ambitious long-term and short-term targets</li> <li>• Self-motivated and able to work well both as an individual and as part of a team</li> <li>• Energetic, flexible, willingness to work outside of 'normal' office hours and to travel throughout the UK</li> <li>• Ability to create multiple high quality resources (which may include video, publications, website materials, guides etc).</li> </ul>
<b>EXPERIENCE/KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Previous training experience</li> <li>• Marketing skills (telephone/mail) to recruit schools to training events</li> <li>• Proven experience of developing and facilitating training for groups of young people and/or adults</li> <li>• Successful track record in developing and maintaining a performance and accountability culture that measures and beats its KPIs</li> <li>• Ability to build good relations, quickly establish credibility and carry the confidence of different stakeholders</li> <li>• Have interest and in-depth knowledge in the work of the voluntary sector particularly when it comes to bullying and online safety</li> <li>• Proven experience of running effective campaigns with tangible, demonstrable outcomes</li> <li>• Effective high level contact with significant external stakeholders</li> <li>• Demonstrable expertise in terms of knowledge and experience of youth engagement work, mentoring, and working with young people who are vulnerable or at risk</li> <li>• Excellent project management skills, with the ability to adapt and solve problems quickly</li> <li>• Ability to demonstrate a history of effective partnership work with other organisations, sub-regional agencies and local authorities, building and maintaining networks and maintaining relationships</li> <li>• Excellent knowledge of child protection, and legislation regarding children and young people, including safeguarding and child protection, both on and offline</li> <li>• Experience of writing reports and summaries</li> <li>• Experience of organising and prioritising a demanding workload, to meet deadlines</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Commitment to and ability to inspire commitment to The Diana Award's vision, values and mission</li> <li>• Personal integrity and credibility</li> <li>• A 'can do' attitude</li> <li>• Commitment to self-development</li> <li>• Commitment to keeping up to date with key trends/developments in the sector</li> <li>• Good judgment</li> <li>• Driven to achieve great results</li> <li>• Ability to work well under pressure</li> <li>• Energetic, flexible, willingness to work outside of 'normal' office hours</li> </ul>