

PROGRAMME COORDINATOR

Overview

We are seeking an **organised and driven Programme Coordinator** to lead on the administration, coordination and project management of our Holiday Activity & Food Programme.

This role is responsible for ensuring the smooth planning and delivery of our Holiday Club programme across multiple sites, supporting the Youth Services Team to deliver high-quality provision to young people across Blackpool and the Fylde.

The post-holder will take ownership of the project management of delivery, ensuring all logistics, systems, communication and reporting requirements are effectively managed.

Key Details

Salary:	£28,000 - £30,000 FTE (pro rata)
Hours:	24 hours per week (<i>hours flexible during busy periods with expectation of full time during school holidays</i>)
Contract:	Fixed term
Location:	The Boathouse Youth, Whiteholme Youth and Community Centre.

About the Role

This role is central to the success of our Holiday Activity and Food Programme. It ensures that everything behind the scenes runs smoothly, allowing our Youth Services Team to focus on delivering high-quality experiences for young people.

If you're someone who loves organisation, thrives in a busy environment and wants to play a key role in delivering opportunities for young people, this could be the job for you.

Who We're Looking For

We are looking for a **charismatic, organised and proactive team-player** who thrives in a fast-paced environment and takes pride in making things happen behind the scenes. We are looking for someone who:

- Well organised and can manage projects.
- A strong communicator who can build relationships with schools, families and staff
- Excellent attention to detail and understand the importance of accurate systems and data
- Are confident using technology, systems and digital tools
- Have a positive, "can-do" attitude and enjoy solving problems
- Are flexible and understand that delivery periods can be busy and require adaptability
- Believe in the work we do and want to make a difference to young people in Blackpool and the Fylde.

Person Specification

- Experience of project management (*planning, coordinating and delivering projects*) **ESSENTIAL**
- Strong organisational and time management skills
- Experience managing systems, data and administration processes. **ESSENTIAL**
- Excellent communication skills. **ESSENTIAL**
- Confident using digital tools, spreadsheets and databases. **ESSENTIAL**
- Understanding of Safeguarding and working with Young People. **ESSENTIAL**
- Full car driving licence and access to own vehicle. **ESSENTIAL**
- Level 3 qualification in Business Administration or a related field (*or equivalent experience*). **HIGHLY DESIREABLE**
- Experience working within Holidays Clubs. **DESIRABLE**
- Experience working with schools or external partners. **DESIRABLE**

PROGRAMME COORDINATOR

Key Responsibilities

Coordination & Project Management

- Lead on the coordination of Holiday Club delivery across multiple sites (*schools, youth centres and residential*)
- Develop and manage delivery timelines, plans and schedules
- Ensure all sessions are appropriately staffed, resourced and ready for delivery
- Liaise with the Local Authority, schools and external partners
- Lead on the recruitment of new staff members for the delivery of the Project.

Systems & Administration

- Manage all bookings, registers and attendance data
- Maintain accurate records including consent forms, dietary needs and SEND information
- Implement and maintain administrative systems (e.g. Upshot, spreadsheets, registers)
- Collate data for monitoring, evaluation and reporting purposes

Communication & Engagement

- Act as a key point of contact for schools and families during Holiday Club delivery
- Coordinate communication including emails, texts, letters and updates
- Ensure promotion of sessions and engagement with young people and families
- Build and maintain strong relationships with partner schools and stakeholders

Delivery

- Where required, support the Youth Services Team during delivery periods (*this includes attending sites*).
- Ensure sessions run smoothly from an operational perspective
- Respond to issues relating to attendance, staffing or logistics (*this includes attending sites*).
- **Be present across delivery sites where required.**

Key Responsibilities

Monitoring, Evaluation & Reporting

- Ensure all required Holiday Club data is collected accurately
- Ensure the completion of programme reports and evaluations.
- Work closely with the Youth Services Team to reflect on delivery and improve future provision
- Ensure evidence of impact is captured (photos, feedback, attendance data)

Compliance & Safeguarding

- Ensure all processes are in line with Safeguarding, Health & Safety and Organisational Policies
- Maintain accurate and secure records in line with GDPR
- Ensure safe and compliant delivery across all sites

Other Responsibilities

- Contribute to team meetings
- Build and maintain effective relationships with staff, volunteers, parents and young people
- Professionally represent The Boathouse Youth at all times
- Wider organisational activity where required including, other reasonable duties as directed.

How To Apply

To apply for this role, please complete the job application form via our website.
www.thebhy.co.uk

Please email any enquiries to sarah@thebhy.co.uk or tel: 01253 804 904.

Due to the limited number of positions, early applications are strongly encouraged.