

**Resilience Project**

**Project Education Resources Officer**

**Job Description**

**Job Title:** Project Education Resource Officer

**Hours of Work:** Full –time 35 hours per week – fixed term for 6 months

**Salary:** £22,000 per annum

**Responsible to**: Resilience Project Coordinator

**Responsible for:**

**Aims of the Post**

1. To contribute to the delivery of the Resilience Project, addressing and reducing the vulnerability of young people to Islamist and far-right extremism and sexual exploitation.
2. To design and produce effective training resources addressing the three project themes of Islamist Extremism, Far Right Extremism and Sexual Exploitation.
3. To support the marketing and dissemination of the project training offer.

**Principal Accountabilities and Main Duties**

1. To research and design effective training material to aid project delivery,
2. To produce a series of training courses of varying lengths addressing the addressing three project themes of Islamist Extremism, Far Right Extremism and Sexual Exploitation.
3. To produce training packs for a range of audiences including professionals and young people.
4. To research and register for appropriate accreditation options for the training courses
5. To complete the training packs within required time-scales
6. To take part in training courses, staff meetings and regular supervision
7. To work within relevant health and safety legislation
8. To ensure that the project promotes and reflects equality of opportunity at all levels
9. To ensure that EYST Safeguarding and all other relevant policies are implemented
10. To uphold the confidentiality of information of clients
11. To ensure EYST administrative and financial systems are effectively maintained
12. To work with the rest of the Resilience Project Staff to set and maintain a culture of high professional standards and to deliver best value services
13. To carry out any other duties that may from time to time be required

**Person Specification**

1. Experience in a similar role –education or training design or delivery.
2. Experience of producing training resources for different audiences including young people and professionals.
3. Experience of working with BME young people and understanding of their needs.
4. A commitment to working with disengaged or vulnerable groups
5. Good interpersonal and customer service skills
6. Experience of working with statutory and voluntary organisations
7. Advanced skills in IT, including Email, Word, Excel, Powerpoint, Internet
8. Confident in social media use
9. Ability to organise own work-load, take initiative and work with minimum supervision
10. Educated to Degree level
11. Personal commitment to Social Justice, Equality, Inclusivity and Human Rights
12. Passion for and commitment to making a positive difference