



## **JOB DESCRIPTION**

**JOB TITLE:** NOMADs Project Coordinator

**CONTRACT TYPE:** Freelance

**LOCATION:** Glasgow (Xchange Scotland or Scottish Sports Future Office, home office possible)

**SALARY:** £14/hour (£280/month). Please note that the salary is outcome-based.

**LENGTH OF EMPLOYMENT:** April-December 2018 (8 months fixed-term contract)

**HOURS:** The expected time commitment is 20 hours a month on average. Please note that this is a project-based role and flexibility is required where some activities may be outside the normal working day i.e. at evenings or weekends. It is expected that during the peak project months (May, June July, August, December) the successful candidate will be required to work above 20 hours per month while during the off-peak project months (March, April, October, November) the time commitment will be lower.

## **ABOUT XCHANGE SCOTLAND**

Xchange Scotland is a charity based in Glasgow focused on promoting a range of community-based international and local volunteering programmes and non-formal education.

We are committed to making positive change in society and are passionate about providing opportunities for active citizenship, local and international volunteering and mobility projects and intercultural understanding for people of various backgrounds and ages.

Each year we send and host international volunteers on projects in Scotland and overseas. This work is delivered in partnership with two international networks of non-governmental youth organisations, the Alliance of European Voluntary Service Organisations, and CCIVS.

We are an accredited organisation under the European Commission's Erasmus+ mobility programme, and as such we deliver and coordinate a range of non-formal education programmes supporting young people with fewer opportunities. We are an active sender of European Voluntary service volunteers and we are also active in international youth exchanges and international training courses.

Our non-formal education work has involved running programmes in partnership with the British Council, Youthlink Scotland or Glasgow Kelvin College and the delivery of active citizenship, intercultural understanding and anti-sectarianism training and sessions to a range of local partners.

## **ABOUT NOMADs PROJECT**

NOMADs, European Youth for Inclusive Sport, is a 3-year project that was launched in January 2016 within the Erasmus + framework. It aims to build up a coalition of “Sport for all” and “Voluntary service” organizations to open new opportunities for young people supporting local organisations. Young volunteers have the possibility to experience mobilities within the EU, discovering the benefits of sport, gaining active citizenship experiences and becoming “Nomads”.

The NOMADs project is delivered in partnership with 11 partner organisations from 6 different countries (Scotland, Italy, France, Scotland, Greece, Estonia, Spain) and is coordinated by the Italian Association Lunaria. In each country, an international voluntary organisation and a sport organisation work together to create the NOMADs actions: hosting a local International Volunteering Project (workcamp) with sports events and activities attended by a group of international volunteers from the partner organisations. Additionally, a small group of local volunteers should be recruited to support the delivery of the International Volunteering Project locally. The NOMADs project also includes an element of sending local volunteers to international NOMADs mobilities organised by the partner organisations (in 2018, Xchange Scotland will be expected to send 11 volunteers).

To deliver the project in Scotland, Xchange Scotland has been successfully working in a partnership with Scottish Sport Futures (SSF) and Dean Castle & Country Park over the past 2 years and will continue to work with these partners in the final year of the project.

More information about the NOMADs project can be found [here](#).

## **ABOUT THE ROLE**

### **1. JOB PURPOSE:**

The main role of the NOMADs Project Coordinator is to successfully coordinate and deliver the last phase of the NOMADs project in 2018 in close partnership with international Erasmus+ partners and local partners SSF and Dean Castle & Country Park.

### **2. KEY RESPONSIBILITIES**

- Management and coordination of the last phase of the NOMADs project against the agreed outcomes
- Maintain and develop new and existing partnerships with Erasmus+ project partners and local partners (SSF, Dean Castle & Country Park and other)
- Work closely with Lunaria, the Coordinating organisation of the NOMADs project, SSF and Dean Castle & Country Park on the project planning, delivery and evaluation
- Organise information and participation workshops across Glasgow and surrounding areas to promote NOMADs project

- Recruit, induct, train, manage and support local and international volunteers participating in the NOMADs local and international mobilities and activities in summer 2018
- In cooperation with SSF and Dean Castle & Country Park, organise and coordinate a 2-week volunteer mobility project (International Volunteering Project, workcamp) with an element of sports activities in Scotland in August 2018
- Promote NOMADs project locally and internationally at any relevant online and offline platforms
- Project budgeting; complying with NOMADs financial guidelines
- Explore new funding streams
- Attend relevant training to enhance skills and knowledge
- Project monitoring, reporting & evaluation: Report to Xchange Scotland board on monthly basis; Comply with Erasmus+ and NOMADs project reporting guidelines; Evaluate the project in cooperation with international and local project partners
- Attend a final project meeting in France in November 2018 (TBC)

### 3. REPORTING RELATIONSHIP

The NOMADs Project Coordinator reports to the Board of Xchange Scotland and Lunaria on monthly basis, the Coordinating organization of the NOMADs project

### 4. PERSON SPECIFICATION

**Personality:** The NOMADs Coordinator must be self-driven, results-oriented with a positive outlook, and a clear focus on high quality charity work and sustainability. A good level of decision-making, time-management and prioritization skills is essential for this role. A natural forward planner who critically assesses own performance. Mature, credible, and comfortable in working in partnership with other organisations in the sector. Reliable, motivated and organized with an ability to work independently and as a part of the team. Empathic communicator, able to see things from the other person's point of view. Keen for new experience, responsibility and accountability. Able to get on with others and create a good motivated team.

**Personal Situation:** Able to commute reliably to Board and local project partner base. Able to work extended hours on occasions when required. Driving license preferable.

**Specific Job Skills:** Must have experience of project management (Erasmus+ or other non-formal education projects involving youth volunteers) and partnership working on local and/or international level. The successful candidate will be expected to undertake a range of project management and partnership working responsibilities including project promotion (social media, workshops for potential volunteers etc.), volunteer recruitment, management and training; project planning and delivery; project budgeting; project logistics; project monitoring, evaluation and reporting; and communication and liaising with both local and international partners. A strong understanding of partnership working as is essential as it is a key factor for the successful delivery of the project Understands the principles of cost-effectiveness and social impact, including evaluation, project development, monitoring finances and planning forecasts.

**Computer skills:** Must be adept in use of MS Office 2000 or later, particularly Excel and Word, and internet and email. Some knowledge of design software such as Creative Suite, social media sites and basic website programming is desirable.

**Literacy and Numeracy:** Able to understand business plans, cashflow projections and basic financial reporting and project budgeting.

**Communication Skills:** Must be an excellent face-to-face, email and telephone communicator. Must be comfortable communicating with people whose first language is not English. Knowledge of other languages is desirable.

**Management Ability:** The NOMADs Coordinator will be in charge of a group of volunteers and must be able to induct, manage and motivate the volunteers, lay out an agreed work plan/tasks or volunteer agreement and manage progress on this.

## **5. CONDITIONS OF SERVICE**

The appointment will be made subject to Xchange Scotland's detailed terms and conditions of employment. Candidates should be aware that:

- The offer of appointment will be made subject to the receipt of satisfactory references.
- The person appointed will be subject to a probationary period of 6 months, with an interim review at 3 months and a final review at 6 months.
- The post holder will be required to give 2-month notice to terminate the appointment.
- The working month is 20 hours/month and flexibility is required where some of these may be outside the normal working day i.e.: at evenings or weekends.
- Xchange Scotland operates a no smoking policy within its premises.

## **6. RECRUITMENT TIMELINE**

Closing date: 6th April 2018

Interview date: Week commencing 9th April 2018

Appointment: April 2018

**Thank you for your interest in working with Xchange Scotland. To request more information about the role, please contact [board@xchangescotland.org](mailto:board@xchangescotland.org). To apply, please send a tailored CV and a detailed covering letter to [board@xchangescotland.org](mailto:board@xchangescotland.org). Please note that the covering letter should be no more than 2 sides of A4 paper and should summarize your relevant experience, skills and motivations for applying.**