

## **JOB DESCRIPTION - MAG Programmes Project Coordinator**

**ABOUT M.A.G** - Manhood Academy Global (affectionately known as MAG) is a registered Charity which provides holistic rites of passage to inner city boys and girls through a weekly programme, as well as support and training for parents via our three main pathways: Manhood Academy for boys Womanhood Academy for Girls, and the Parenthood Academy Centre of Excellence (P.A.C.E). We are passionate and motivated to always deliver our very best to those that are supported by our services, and believe in the power of culture, peer support and mentorship to transform lives.

### **PURPOSE OF ROLE**

To coordinate and support the smooth running and delivery of the MAG's key programmes as directed by the Senior Leadership Team also to support the achievement of MAG's mission and charitable objectives.

To provide high quality, efficient coordination, administrative and communication services as and when required in order to support the smooth and effective running of the MAG's programmes. Will be required to work independently and on own initiative, contributing to training, meetings and events.

### **WHERE ARE WE NOW?**

This is a pivotal point in our growth, we have just achieved charitable status, and serious expansion locally and globally. As a first step, we are developing departments, and looking for amazing people who can help solidify our administration processes, ensuring that we are secure, professional and revolutionary.

**DUTIES AND RESPONSIBILITIES** - At M.A.G we use Action Plans and GANTT charts to capture any work that needs to be completed. You will be required to build upon these to ensure all work is transparent and successful.

1. To provide efficient coordination and administrative and services as required by the SLT and from time to time by the rest of the board. This includes:
  - a. Overall coordination of MAG including recruitment, building and maintaining successful relationships and monitoring their progress
  - b. Managing the creation of a range of MHA project documents using Word, PowerPoint, Outlook, Excel, Access and other software packages
  - c. To establish and administer databases so that up to date and accurate information is available
  - d. Producing ad hoc and regular reports and presentations as required, ensuring that monitoring and evaluation deadlines both internal and external are met

<ul style="list-style-type: none"> <li>e. Coordinating large and small mail outs to schools, parents and other project partners</li> <li>f. Supporting the delivery of end of project showcase events</li> </ul>
2. To effectively manage your time and diary, ensuring that all tasks are completed in a timely manner, deadlines are met and that you are communicating with your line manager when this is not possible
3. To communicate efficiently and effectively with internal and external contacts; liaising with project funders, participants, workers and other significant people building, maintaining good relationships so that all issues are handled promptly and effectively
4. To provide support as required to arrange training, meetings and conferences, including booking venues
5. To be excellent in ICT skills with up to date knowledge of current ICT systems
6. To copy information and training packs and respond to requests for information to be sent by e-mail and post, sharing information with other staff members as appropriate
7. To work closely with SLT and all other colleagues and to cover for each other as required
8. To be flexible, adaptable and able to work with the demands of this sector, often working on own initiative and contributing ideas and actions to the SLT.
9. To take reasonable care for his/her own health and safety and for that of others who might be affected by his/her work, as required by law and described in the relevant operating procedures and policies for his/her area of work. This will include carrying out risk assessments as appropriate and promptly bringing any concerns to the attention of the line manager
10. To participate proactively in staff meetings. Acting at all times as an ambassador for the organisation, contributing to the effectiveness of meetings, the sharing of knowledge and experience and the development of MAG and its profile
11. To take on additional responsibility from time to time, as discussed and arranged with your line manager and to flag any issues of capacity as soon as they arrive

<b>Personal qualities</b>	
A pro-active approach, self-motivated and enthusiastic with initiative and commitment to achieving results	E, A, I
Robust decision making skills	E, A, I

Excellent organisation and time management skills	E, A, I
Positive attitude and adaptable approach to work	E, A, I
Excellent interpersonal skills	E, A, I
Flexible approach to work including willingness to work irregular hours	E, A, I

E - ESSENTIAL, N - NON ESSENTIAL, A - APPLICATION FORM, I - INTERVIEW

### **Final Bit**

M.A.G is a flat line management organisation with no traditional levels of hierarchy. We don't believe in the concept of 'bosses'. Instead we believe colleagues contribute to and enhance each other's performance in our respective roles. Line managers are allocated for practicality and support rather than to create unnecessary levels of management seniority. You will have the opportunity to attend Board meetings if you wish, and will be part of the organisation defining decision making, planning and Strategy. We also encourage open lines of communication, where you should feel free to engage with anyone within the organisation, regardless of their position.

# MAG THEORY OF CHANGE

## CORE ACTIVITIES

1	2	3	4	5	6	7
International Cultural Experiences (e.g. Africa, Caribbean, South America)	National Citizen Service	Weekly Safe Spaces / Masterclasses	Coaching & Mentoring Calls	Mentoring	Healthy Families Healthy Homes	Outreach
Rites of Passage	National Citizen Service	8-12 Year Olds	Mental Health	Intensive Coaching	Mental Health	Attending Events
Transformational Cultural Exchange	Social Action	13 - 19 Year Olds	Mindfulness	Intensive Mentoring	Mindfulness	Hosting Events
	Community Work	Schools	Emotional Wellbeing	Key Working	Emotional Wellbeing	Training
	Projects	Colleges	Education	Holistic Assessment	Education	Campaigns
	Skills For Work & Life	Secured Estates	Housing		Housing	Fundraising
	Social Enterprise	Online Interactive Sessions	Safety		Safety	Partnerships
		Educational Content	Offending Behaviour		Offending Behaviour	
			Family & Peer Pressure		Family & Peer Pressure	
Intense Activity 18 Month +	Intense Activity 6 Months +	Regular Activity Weekly	Weekly & Intense Activity	Weekly & Intense Activity	Weekly & Intense Activity	Intense activity

## OUTCOMES

- 1 Reduced/Ceased Involvement In Gangs
- 2 Reduced/Ceased Harm From Gangs
- 3 Improved Family Dynamics
- 4 Improved Well Being & Mental Health
- 5 Improved Educational Attainment
- 6 Improved Understanding of Manhood
- 7 Reduced Reliance / Dependency On Negative Peers & Mainstream Media Influences
- 8 Improved Relationships With Self (Self Esteem)
- 9 Increased Positive Activities For Young People In A Safe & Stable Environment

## AIMS

EDUCATIONAL ENRICHMENT	LIFESTYLE ADJUSTMENT	PHILANTHROPIC ENDEAVOURS
Increase Self-Awareness, Sense of Identity & Racial Esteem, Empowering Young People Towards Making Informed Decisions Independent of Their Peers, Street Culture & Mainstream Media.	Reduced / Ceased Harm From Gangs, Reduced/Ceased Involvement in Gangs or Negative Peer Group.	Increased Empathy Towards Community & Global Issues, Encouraging Young People To Become Active & Responsible Global Ambassadors of Change.

## SLOGAN

**Boys Are Born, Men Are Made**