
Services & Engagement Coordinator

Job Description

Role Title

Services & Engagement Coordinator

The MAN&BOY coordinator will be responsible for **planning, implementing, evaluating and developing** the programme

Key Tasks

Implement

Advertise and process referral applications

Complete pre-course/camp visits to applicants to assess needs and suitability to the programme

Lead and facilitate the MAN&BOY programme events

Provide 1-2-1 support to 'fathers' where requested

Plan

Plan and organise the MAN&BOY programme (to include camps, courses and 'Super Saturday' events)

Manage and maintain MAN&BOY operational equipment

Liaise with referrers and act as a single point of contact

Maintain full, accurate and up-to-date records using the database

Responsible for MAN&BOY compliance with Health & Safety, completion of risk assessments and all other operational policies

Evaluate

Evaluate success of camps and courses using participant and referrer feedback against relevant targets

Develop

Develop and support an operational team (including volunteers)

Ensure operational staff are appropriately trained and supervised

Liaise with MAN&BOY Director

Be aware of current parenting and father related research.

Reporting to

MAN&BOY Director

We want to:

- Raise self-esteem in boys
- Support and encourage men as role models
- Empower boys to reach their full potential in school, work, and family, and to contribute positively in their local communities.

We value:

- Family and the role of the father
- Acting honestly and with integrity
- Taking personal responsibility
- Believing in people
- Enabling others to achieve their full potential