Tender Document for Project Coordinator Role

Project Title: Youth-Led Community Development Programme

\* We would welcome video or recording applications, providing you use the questions as guidance, making it clear which one you are answering.

**Project Overview:**

We invite qualified and experienced individuals to submit tenders for the position of Project Coordinator for the "Youth-Led Community Development Programme" in Southampton. The project aims to unite various organizations across the city to collaboratively address hyper-local needs, enhance community infrastructure, and empower young people to lead social action projects.

**Project timeline:**

* 23:59 - 23/02/24 deadline for project coordinator tender
* UKSPF Oversight group meeting on 26/02/24 – Project Coordinator to be appointed
* Project Coordinator to present plan to Steering Group - 07/3/24
* Applications open for localities - 11/03/24
* Programme presented by Project Coordinator at the All-Partners meeting on 14/03/24
* Applications deadline for localities - 22/04/24
* Tender process complete by - 07/05/24
* Mobilisation of contracts – 08/05/24 - 17/05/24
* Programme to be completed between 20/05/24 – 19/07/24

Grant total - £4480 (Minimum commitment of 16 days)

**Key Responsibilities:**

The selected Project Coordinator will be responsible for:

* Program Oversight: Efficiently managing and coordinating all aspects of the Youth-Led Community Development Programme in collaboration with Young Southampton's steering group.

Delivery tender: Writing, launching and administration support for the steering group who will be appointing the hyper localised consortiums.

Stakeholder Engagement: Building and maintaining relationships with consortiums, local organizations, and other stakeholders involved in the programme.

* Event Coordination: Oversee and support planning of the local events, ensuring they align with project objectives and engage the targeted young audience.
* Budget Management: Oversee and support effectively managing the project budget, including procurement, financial reporting, and adherence to funding guidelines.
* Marketing and Promotion: Developing and implementing a marketing strategy to promote events, engage participants, and enhance the visibility of the programme.
* Data Collection and Reporting: Overseeing the collection of quantitative and qualitative data to measure the social impact of the programme. Presenting findings to inform future community investments and policy decisions.
* Coordination of Activities: Oversee and support the coordination of youth-led social action projects.
* Qualification Offerings: Exploring and implementing opportunities for offering recognised qualifications, such as Digital Badges, contributing to the personal and professional development of young participants.

**Qualifications and Experience:**

The ideal candidate should possess:

* A proven track record in project management, preferably in community development or youth engagement.
* Strong communication and interpersonal skills to effectively engage with diverse stakeholders.
* Experience in budget management and procurement processes.
* Demonstrated ability to plan and coordinate events.
* Understanding of data collection methodologies and impact measurement.
* Familiarity with youth development programs and community-led initiatives.

**Submission Guidelines:**

Interested individuals are requested to complete the full application form below.

Submission Deadline: 23:59 on 23/02/2023

Submission Address: info@youngsouthampton.org.uk

**Selection Process:**

In assessing expressions of interest, the following criteria will be taken into account:

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| Evidence of good governance, structure and organisational sustainability | 10% |
| History of collaboration, convening and capacity building | 20% |
| Evidence of independence and neutrality | 20% |
| A strong local reputation and experience of working with and for local grass roots organisations | 20% |
| Capacity to deliver the project and dedicate sufficient resources and expertise | 20% |
| Additional support or resources that you can contribute to the success of the project | 10% |
| TOTAL | 100% |

Please ensure that you directly address these areas in your expression of interest.

We look forward to receiving your tender and potentially working together to make a lasting impact on the children and young people of Southampton.

Sincerely,

**Application form**

**Name of organisation / Individual :**

**Name of person completing this form:**

**Role:**

**Address:**

**Phone number:**

**email:**

**Please tell us** **about you and/or your organisation (what you do, why and how), and why you are well placed to be the project coordinator. (Max 500 words)**

**Please outline who would do this work in practice (Max 500 words)**

(who will deliver the project, why, and how will they be supported)

**Please outline any further value you can bring to the project (Max 250 words)**

**Please outline any other considerations the Steering group would need to make (Max 250 words)**

(e.g. support needs, accessibility):