

Peace & Justice - Building a culture of peace in Scotland

PeaceBuilders Programme Coordinator Job Description

£23,067/yr / 1,922.25/m pro rata 7 hrs/wk £12.64/hr +5% employer's pension contribution

Supported by P&J Coordinator, Administrator and PeaceBuilders Team
Reporting to Peace & Justice Coordinator

Job Purpose

To lead the delivery of the Peace & Justice "Peacebuilding in Primary Schools" programme and support development of both the teaching resources and the team of sessional worker Facilitators.

Main Responsibilities

Oversee training and support development of PeaceBuilders team

- Organise and lead regular team meetings and in-service training for Facilitators
- Organise in-service mentoring for all Facilitators as needed.
- Integrate feedback in consultation with the Peace Builders Programme Advisor.

Oversee the delivery of the Cooperative Games programme

- Oversee scheduling
- Oversee delivery of Cooperative Games courses in Primary Schools
- Promote the programme and liaise with Head Teachers and teachers ensuring authentic and effective relationships with schools
- Support Facilitators and Administrator to ensure effective evaluations are carried out
- Oversee promotion of video materials to schools and ensure effective delivery
- Plan delivery of the Cooperative Games programme to schools beyond Edinburgh

Development & delivery of Collaborative Classrooms programme

- Complete development of this second stage of the primary schools programme, and pilot and then promote it to schools
- Organise and lead delivery of Facilitator training in Restorative Practice, Circle Keeping, Peer Mediation and Debriefing skills
- Organise and lead on delivery to schools.
- Develop a plan for mixed remote and in person training for teachers and for children.

General responsibilities for overall PeaceBuilders programme

- Maintain and develop relationships with partners including schools, Peacemakers in West Midlands and the Peer Mediation Network
- Reports verbally to P&J Coordinator (monthly) Trustees (bi-monthly) and for funders with P&J Coordinator support (6 monthly)
- Support P&J Coordinator to identify funding needs, develop further funding applications
- Review architecture of the Peacebuilders programme.
- Develop a marketing plan with support from Administrator
- Engage with schools to seek a financial contribution towards our costs.

Knowledge, Skills and Experience needed for the Job

Planning and Organising

- Coordinate and support the expansion of the pool of Facilitators
- Support Facilitators to carry out in person and remote delivery to schools
- Manage and prioritise own workload to meet deadlines and priorities
- Work with the P&J Coordinator to set indicators and monitor outcomes and provide regular reports on activities.

Problem Solving

- Use insight and creativity to identify and solve problems, demonstrate initiative and a solution-orientated approach when met with challenging situations
- Support facilitators and trainees and use judgement to manage relationships so that issues that arise are dealt with in a timely and tactful manner.

Decision Making

- Determine if a decision requires P&J Coordinator approval and be comfortable taking decisions on day-to-day activities.
- Be sufficiently aware of the consequences of decision making for the P&J, particularly in outward facing engagement work
- Identify the most effective way to support the Facilitators and ensure a co-ordinated approach to activities undertaken
- Use judgement and initiative to progress project management responsibilities and to identify circumstances where higher approval is needed.

Key Contacts / Relationships

- The PeaceBuilders Coordinator is managed by the Peace & Justice Coordinator and supported by the Admin and Finance Officer who assists much of the contacting and timetabling issues with the Primary schools
- The post-holder will nurture and grow relationships with around 8 Facilitators and trainee Facilitators and with schools and peer networks and organisations
- The post holder will be the lead the PeaceBuilders team and the strategic development of the programme
- The post-holder may be required to undertake some travel
- The nature of the role means some evening / weekend work which means a flexible approach is required to contain the total hours worked over a month.

Person Specification:

Essential

Completion of trainings in the elements of this programme or equivalent

- Experience of working with Primary age children
- Experience in leading, coordinating and motivating a team
- Organisation skills – proven experience in planning and implementing projects
- Experience of delivering training

- Excellent all-round communicator: clear and concise written and oral communication
- Able to form collaborative relationships with different types of people
- Persuasive and influential / an excellent ambassador
- Excellent interpersonal skills

Desirable

- Knowledge and experience of Nonviolent Communication (NVC), Restorative Processes and Circle Keeping
- Experience of systems change-based approach
- Some marketing and social media experience
- Experience of mentoring both co-workers and young people
- Experience of the Scottish schools system
- Educated to degree level or related life experience

A flexible and creative approach and a sense of humour as well as a commitment to ongoing personal practice of nonviolence and embodiment of the P&J purpose & values and agreements for how we work is vital in delivering a consistent and integrated programme.

Before applying for the role we ask that you read both the P&J [Vision, Mission and Values](#) statement and the PeaceBuilders Programme [Vision, Purpose, Mission and Values](#) agreement to decide whether this is a *team environment* which you want to contribute to.

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