

Project Coordinator (Programm Tbissima)

Programm Tbissima is a non-formal education programme in Marsa.

This project is led by The Malta Trust Foundation in collaboration with Right2Smile.

This position requires a motivated, dynamic and creative person who loves to work with children and youth, with a strong initiative to manage an exciting youth community project.

The Project Coordinator is required on a full-time basis and a qualification in Youth and Community Studies, Social Work, Psychology, Education or a related qualification is a requirement. Experience in leadership and working with youth is considered an asset. Relevant volunteering and student placements will be considered as experience.

The project coordinator will be required to work after school hours and at times, during the weekends.

Reporting directly to The Malta Trust Foundation and collaborating with our partners, the role and duties of Programm Tbissima Project Coordinator will include:

- Organising, planning and coordinating programme activities and other outings/events, including logistics and payments.
- Outreach to children and young people and their families.
- Setting up the premises and purchasing any necessary items for the centre/activities.
- Maintaining and updating records regarding members, volunteers, mentors and activities
- Monitoring implementation of the project and compiling quarterly reports to be presented to the project steering committee.
- Organising and setting up regular steering committee meetings and updating members about the project.

Maintaining relationships with the volunteers, youth and the community and administering social media platforms.

Kindly forward your application including a covering letter, CV, reference letter & police conduct certificate via email to info@maltatrustfoundation.org by not later than the 22nd September at noon.