



TRIBE DEVELOPMENT, PROGRAMMES & QUALIFICATIONS COORDINATOR

Contracted by

Create Play CIC

Project Contact:

Tribe Project Lead

Location

Create Play, Llandrindod Wells, with occasional outreach across Powys (predominantly local to Llandrindod Wells).

Hours

Approximately 8 hours per week (up to 45 delivery days per year, broadly following school terms).

The contractor must normally be available to support Tribe on Wednesdays. Remaining hours may be worked flexibly, by agreement, to meet project requirements.

Fees

Self-employed contractor

£18 per hour

Payable upon submission of an invoice.

Contract

Create Play community Interest Company

www.createplay.co.uk

07983383257

ben@createplay.co.uk

Fixed-term self-employed contract commencing September 2026 and ending September 2027.

FUNDED BY
ARIENNIR GAN



The Role

This is an exciting opportunity to help shape the future of Tribe, Create Play's outdoor youth project for young people who may be disengaged from education, socially isolated or facing additional challenges.

Working alongside the Project Lead, the Tribe Development & Qualifications Coordinator will play a key role in developing, organising and strengthening the project. The successful contractor will establish and administer our Agored Cymru accreditation programme, coordinate project administration, develop systems and resources, build relationships with partner organisations and help communicate the impact of Tribe to the wider community.

Although primarily a development and coordination role, the successful contractor will also support the delivery of Wednesday Tribe sessions throughout the contract period, working alongside young people where required and providing additional capacity during periods of staff absence or increased project need.

This role would suit someone who enjoys creating systems, developing ideas into reality, solving problems and helping projects grow, as well as someone who enjoys working alongside and supporting young people. We are looking for someone with energy, initiative, creativity and a genuine passion for supporting young people.

Main Responsibilities

Project Development

- Develop and coordinate the Agored Cymru accreditation pathway for Tribe participants.
- Manage all qualification paperwork, portfolios and evidence.
- Mentoring Tribe Facilitators in the qualification systems
- Liaise with Agored Cymru and ensure qualification requirements are met.
- Continue developing the Tribe framework, systems and project resources.
- Develop new paperwork, policies, procedures and administrative systems where required.
- Help identify opportunities to strengthen and expand the project.

Project Coordination & Administration

- Maintain participant records, registrations and project documentation.
- Support general administration and development of the Tribe project.
- Liaise professionally with schools, local authorities, referring agencies and partner organisations.
- Assist the Project Lead with communication, coordination and project organisation.
- Ensure appropriate records are maintained in line with safeguarding and GDPR requirements.

Communications & Promotion

- Coordinate Tribe-related social media content and publicity.
- Support marketing and promotion of the project.
- Help gather photographs, stories and case studies demonstrating project impact.
- Assist with reports required by funders and partner organisations.

Project Delivery

- Provide delivery support during Wednesday Tribe sessions throughout the contract period, roughly in line with school terms, as part of the Tribe delivery team.
- Provide practical support during outdoor Tribe sessions with young people..
- Provide additional staffing capacity during staff absence or illness.
- Help maintain a safe, positive and engaging environment for participants.
- Build positive, professional relationships with young people.

Wider Organisational Support

As a small community organisation, opportunities may occasionally arise for the contractor to contribute to wider organisational activities where these complement the objectives of this contract. This may include communications, community engagement, organisational development, funding support or consultation work, where agreed with the Project Lead.

General Responsibilities

- Maintain confidentiality.
- Follow Create Play's safeguarding, health and safety and organisational policies.
- Work flexibly to meet the needs of the project.
- Attend project meetings and briefings as reasonably required.
- Contribute positively to the ongoing development of Create Play.

By the end of the first year you will have:

- Successfully established an Agored Cymru accreditation pathway for Tribe.
 - Supported a number of young people to achieve accredited units.
 - Streamlined and improved Tribe's administration and record-keeping.
 - Developed new systems, paperwork and resources that strengthen the project.
 - Increased awareness of Tribe through regular communications and social media.
 - Become a trusted contributor to the ongoing development of Tribe and wider Create Play initiatives, supporting future project development and sustainability where opportunities arise.
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Person Specification

Essential

Experience

- Experience of organising or coordinating projects.
- Good administrative and organisational skills.
- Experience of developing systems, processes or resources.
- Experience of working with young people or within community projects.
- Confident using Microsoft Office and online systems.
- Experience managing social media or digital communications.

Knowledge

- Understanding of safeguarding responsibilities.
- Good written communication skills.
- Understanding of confidentiality and GDPR.
- Awareness of the barriers faced by vulnerable or disadvantaged young people.

Personal Qualities

We are looking for someone who is:

- Highly organised.
- Self-motivated and able to work independently.
- Resourceful and able to solve problems creatively.
- Energetic, enthusiastic and positive.
- Able to take initiative.

- Adaptable and flexible.
- A strong communicator.
- Able to build positive relationships with young people and professionals alike.
- Passionate about helping Tribe continue to grow and improve.
- Calm under pressure.
- Committed to Create Play's values of inclusion, creativity, community and nature.
- Ability to work independently and manage workload with minimal supervision.

Practical Requirements

- Available to work Wednesdays.
 - Full UK driving licence and access to transport (desirable).
 - Willingness to work outdoors in all seasons.
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Desirable

- Experience with Agored Cymru or other accredited learning programmes.
- Experience of writing funding reports or monitoring outcomes.
- Experience supporting funding applications.
- Experience of community consultation or engagement.
- Experience of developing policies or organisational procedures.
- Experience of photography, graphic design or content creation.
- Knowledge of outdoor learning, bushcraft, Forest School or youth work approaches.

Contractor Status

This role is offered on a self-employed basis.

The successful contractor will be responsible for:

- registering with HMRC as self-employed (where applicable);
- payment of all Income Tax and National Insurance liabilities;
- providing invoices for services delivered;
- maintaining appropriate insurance where required.

The contractor is free to undertake work for other organisations, provided this does not conflict with the delivery of this contract.