

Project Co-ordinator:

Student Commission on Racial Justice (Scotland & Wales)

The Organisation	Leaders Unlocked
Place of Work	Mainly home-based/ remote, with some travel across England, Scotland & Wales
Job Title	Project Co-ordinator, Student Commission on Racial Justice (Scotland and Wales)
Salary	£27,500–£29,000 (plus 10% London Weighting), depending on experience
Contract Type	Fixed Term for 12-months (with potential for renewal)
Hours	5 days/ 37.5 hours per week
Start Date	Tuesday 11 th August 2026

About Leaders Unlocked

Leaders Unlocked enables young people to have a stronger voice and influence over the issues that affect their lives. In education, policing, health, justice, we help organisations to involve the people who matter and shape decision-making for the better.

Job Purpose:

The Student Commission on Racial Justice (SCRJ) is a youth-led programme delivered by Leaders Unlocked in partnership with further education colleges. It provides students with a platform to share their experiences of racial justice in education, work collaboratively with their colleges, and influence wider systems and policy.

Since 2020, SCRJ has worked with colleges and sixth forms across England to support students to identify, evidence and address racial injustice in their institutions. The programme has done this by:

Supporting **over 200 Student Commissioners** to gather and analyse the views and experiences of their peers through large-scale, peer-led research and engagement.

- Giving a voice to over **23,000 students**, through surveys, interviews and student-led activity.
- Working in partnership with **20 colleges and sixth forms** to strengthen relationships between students and college leadership.
- Supporting colleges and students to co-develop and implement actions for change, **resulting 122 agreed actions** across areas including organisational policy, curriculum, staff training, organisational practice, college culture and student development.

The Scotland and Wales SCRJ programme builds on this strong foundation and is being delivered with thanks and support from The National Lottery UK Fund. Working closely with the Project Manager, the Project Co-ordinator will play a central role in the day-to-day delivery of the programme, supporting effective engagement with students and colleges, coordinating programme activity, and ensuring safeguarding and ethical practice are embedded throughout.

Job description

Role

The Project Co-ordinator will play a key role in supporting the delivery of the programme at a student and college partner level, working closely with the Project Manager to ensure that Student Commission groups are well-supported, meetings are well-run, and participation is safe, inclusive and meaningful.

Key responsibilities will include:

- Leading on the recruitment, coordination and ongoing support of Student Commission groups in Scotland and Wales.
- Working with college partners to support students in their commissioner roles and ensure effective communication and engagement.
- Liaising with parents, carers and guardians where appropriate to support participation and attendance.
- Coordinating student attendance at online and in-person meetings, including scheduling, travel and practical arrangements.
- Supporting the design of agendas and facilitation of Student Commission group meetings and workshops.

- Leading on the energy, cohesion and wellbeing of groups of young people, including maintaining contact between meetings and supporting inclusive participation.
- Collating content, reflections and updates from across the project to share with Leaders Unlocked's communications and social media team.
- Supporting with writing and data tasks, including contributions to reports, student outputs and learning from project activity.
- Working closely with the Project Manager to support safeguarding, risk management and ethical practice across delivery.

This role will involve regular contact with young people, college staff and colleagues across Leaders Unlocked, and will be central to ensuring that the student experience of the programme is high-quality, well-organised and genuinely youth-led.

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive, and we may require you to undertake other duties and tasks for us from time to time. This role is subject to an enhanced DBS (Disclosure Barring Service) check.

Person Specification:

Experience, Knowledge and Skills

We are looking to recruit an individual with the following experience, knowledge and skills:

Essential

- Strong planning and organisational ability.
- Strong written and verbal communication and interpersonal skills.
- A passion for working with young people and for social justice.
- Previous professional experience in a relevant field of work, such as the youth sector or education sector.
- A proactive self-starter who can take ownership and responsibility for the work they are assigned to.
- Technically competent in Microsoft Word and PowerPoint and video calling platforms e.g. Zoom and Teams.
- Sensitivity to diversity and an ability to work effectively with people from a range of backgrounds.
- Knowledge and understanding of safeguarding principles and processes particularly in relation to young people and vulnerable adults.

Desirable

- Educated to degree level or equivalent.
- Experience of working on campaigns/social action projects.
- Experience of social media and communications.

How to apply:

Please get in touch by email to request an application form from Alev Zahir, alev@leaders-unlocked.org or visit the current opportunities page on our website: <https://leaders-unlocked.org/current-opportunities>

The closing date for sending completed applications is **Monday 29th June 2026 at 1pm.**

We intend to hold interviews on **Tuesday 7th and Thursday 9th July 2026.** (Please do not worry if you are not available on these dates, we will work with you to find an alternative date if needed).

Further reading:

To view the SCRJ reports including our 5-year impact report please visit the education tab at: <https://leaders-unlocked.org/publications/>

Any questions?

If you have any questions, please email alev@leaders-unlocked.org

Good luck, we look forward to hearing from you!