MANHOOD ACADEMY GLOBAL (MAG)

ROLE DESCRIPTION

Project Manager – Mentoring Through Boxing

Contractor: *Cheri Simon*
Organisation: *Manhood Academy Global (MAG)*
Project: *Mentoring Through Boxing – MMA & Manhood*
Funder: *Go! London*
Programme Area: *Hackney and Haringey, London*
Primary Venue: *The Edge Youth Hub*
Engagement: *Independent Contractor*
Contracted Commitment: *8 hours per week*
Monthly Fee: *£800*
Working Arrangement: *Blended – home-based and community-based*
Commencement Date: *To be confirmed*
Anticipated Programme End Date: *23 August 2027*
Additional Responsibility: *MAG Tribal Lead*

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1. About Manhood Academy Global

Manhood Academy Global (MAG) is a registered charity supporting boys and young men as they navigate childhood, adolescence and the transition into adulthood.

Through rites of passage, mentoring, physical activity, workshops and consistent relationships with trusted adults, MAG helps young people develop confidence, identity, emotional awareness, healthy relationships, responsibility and leadership.

Our vision is **“Building Responsible Leaders of Tomorrow for the World of Today.”**

We believe young people benefit from adults who show up consistently, listen carefully, challenge them constructively and help them recognise their potential.

2. About Mentoring Through Boxing

Mentoring Through Boxing is MAG's Go! London-funded programme combining boxing, mixed martial arts, physical fitness, mentoring and personal development.

The programme uses physical activity as a practical way to help boys and young men develop discipline, confidence, emotional regulation, resilience and positive relationships.

Alongside physical training, Young Masters participate in conversations and activities exploring identity, emotional wellbeing, responsibility, relationships, aspirations and leadership.

The programme primarily supports young people across Hackney and Haringey, with regular delivery at The Edge Youth Hub. All activities must remain consistent with the approved funding agreement.

3. Purpose of the Role

Cheri will provide project management services to coordinate, strengthen and develop Mentoring Through Boxing.

Her central responsibility is to help ensure that the programme is well organised, appropriately supported, consistently attended and responsive to the needs of participating Young Masters.

Cheri will work collaboratively with MAG's leadership, coaches, mentors, volunteers and community partners to coordinate activities, strengthen referral relationships, maintain programme systems and support the achievement of agreed funding commitments.

The role requires initiative, organisation, professional judgement, effective communication and a genuine commitment to the communities MAG serves.

Cheri is not expected to personally deliver every session or undertake every operational task. She will be encouraged to exercise initiative, identify opportunities and bring forward practical recommendations that strengthen the programme.

4. Our Three Immediate Strategic Priorities

November 2026 – January 2027

The immediate priority of this appointment is to prepare Mentoring Through Boxing for a strong, well-organised and purposeful relaunch in January 2027.

MAG has identified three areas requiring particular attention. These priorities will guide the initial phase of Cheri's appointment and take precedence over non-essential development activities.

Priority One: Rebuild Attendance and Strengthen Referral Partnerships

Increasing attendance and rebuilding participation is our first priority.

Cheri will actively reconnect with schools, Young Hackney, social workers, youth services, family support teams and community organisations across Hackney and Haringey.

She will introduce herself to existing partners, establish new referral relationships, follow up previous enquiries and support families through the registration process.

Particular attention should be given to understanding why participation has reduced, identifying barriers to attendance and developing practical approaches that encourage young people to join and remain engaged.

The immediate objective is to establish a committed group of Young Masters ready to participate when the programme relaunches in January 2027.

Recruitment activity should be purposeful and recorded appropriately so that MAG can understand which partnerships are generating referrals and how many young people are progressing towards registration and attendance.

Success will be measured not simply by the number of people contacted, but by the number of meaningful referrals, completed registrations and Young Masters who begin attending regularly.

Priority Two: Establish Where We Stand and Reconnect with Funders

Before moving forward, MAG needs a clear and accurate understanding of the project's current position.

Cheri will meet with Davis J. Williams, Founder and CEO, and Sandy Thomas, Finance Manager, to review the programme's progress, expenditure, funding commitments and outstanding responsibilities.

This will involve reviewing previous delivery, attendance records, the Go! London funding agreement, Upshot information, expenditure to date and upcoming reporting requirements.

Cheri will also introduce herself to the relevant Go! London representatives, establish professional communication with the funder and confirm any outstanding reporting requirements.

This includes clarifying the reporting arrangements involving Blackbaud and Rocket Science, including the relevant deadlines, evidence requirements and submission responsibilities.

The objective is to establish what has been achieved, what remains outstanding, what funding is available and what action is needed to bring the project into a strong position.

We cannot plan effectively without understanding where we stand.

Cheri will help translate this review into a practical set of agreed priorities, with significant financial or contractual decisions remaining subject to MAG's approval procedures.

Priority Three: Prepare for a Successful January 2027 Relaunch

Cheri will coordinate preparations for the programme's January 2027 relaunch, ensuring that the essential people, resources and arrangements are in place.

She will reconnect with the coaching and facilitation team, confirm availability, review the existing curriculum and work with the CEO and venue partners to agree delivery arrangements.

She will also help ensure that promotional materials, referral pathways, registration processes, safeguarding arrangements and attendance systems are ready to support new participants.

A practical January relaunch plan should be developed in collaboration with the CEO. This should identify the intended start date, recruitment position, delivery team, operational requirements and any challenges requiring attention.

The aim is to establish a reliable programme that young people look forward to attending, families feel confident recommending and professionals are comfortable referring into.

We are not simply looking to restart sessions. We want to restart with purpose, consistency and renewed momentum.

Reviewing Our Immediate Priorities

*T*hese three priorities will be reviewed regularly with the CEO as preparations progress.

By the January relaunch, MAG should have a clear understanding of the project's funding and delivery position, a developing group of registered Young Masters and confirmed arrangements for programme delivery.

These priorities represent the immediate focus of the appointment rather than the full extent of the role. As the programme develops, Cheri will be encouraged to contribute to its wider growth and long-term sustainability.

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5. MAG Values and Working Approach

MAG's five guiding values provide a foundation for our work.

Synergy means recognising the strengths and contributions of colleagues, coaches, mentors, volunteers and partners, and working together towards shared objectives.

Integrity means being honest, responsible and consistent in our commitments, particularly when challenges arise.

Transformation means remaining open to learning, development and meaningful change.

Inspiration means encouraging others through our actions, relationships and example.

Introspection means taking time to reflect on our experiences, recognise opportunities for improvement and remain accountable for our decisions.

Cheri will be encouraged to bring her own experience, perspective and ideas while working in a manner consistent with these values.

6. Programme Coordination and Delivery

Cheri will support the coordination of the programme's activities, people, systems and resources.

The Wednesday Mentoring Through Boxing sessions at The Edge Youth Hub are a central part of the programme. Cheri will help ensure that delivery arrangements are confirmed, coaches and volunteers are informed, and relevant resources and participant information are available to authorised team members.

She will maintain communication with the delivery team, support planning for agreed activities and identify practical issues that may affect delivery.

Cheri is not required to personally deliver every session. Attendance at particular sessions will be agreed according to programme needs and the contracted commitment.

The shared objective is to provide sessions that are consistently welcoming, organised, safe, engaging and meaningful for Young Masters.

7. Recruitment, Outreach and Community Engagement

Cheri will take an active role in strengthening MAG's visibility and referral relationships across Hackney and Haringey.

She will maintain contact with schools, youth services, social workers, family support services and community organisations, ensuring that relevant professionals understand the programme and how to refer young people.

She will also support the coordination of approved promotional materials, follow up enquiries and identify opportunities for new partnerships.

Relationships should be developed through genuine engagement rather than one-off requests for referrals. Cheri should seek to understand the needs of partner organisations and explore how MAG may contribute appropriately.

New partnerships or commitments involving MAG's resources, funding or reputation must be agreed with the appropriate MAG lead.

8. Supporting Young Masters and Their Families

MAG believes boys and young men need environments where they experience belonging, respect, encouragement and clear boundaries.

Cheri will work with coaches, mentors and volunteers to support a positive programme culture in which Young Masters feel welcomed, listened to and encouraged to participate.

She will help ensure that families receive clear information about the programme, understand the registration process and know how to raise questions or concerns.

Participant engagement should be monitored through appropriate attendance records, feedback, observations and agreed outcome measures.

Where young people disengage, Cheri should help coordinate proportionate follow-up that seeks to understand barriers to participation while respecting confidentiality and safeguarding responsibilities.

The aim is to build a programme where young people feel that their presence matters.

9. Safeguarding and Duty of Care

Safeguarding is a shared responsibility and a central part of MAG's work.

Cheri must follow MAG's safeguarding and child-protection procedures and promptly report concerns through the appropriate channels.

She will work with relevant colleagues to ensure that coaches, mentors and volunteers understand the safeguarding arrangements associated with programme delivery.

Relevant DBS checks, training, risk assessments and health and safety requirements must be completed where applicable.

Cheri must handle participant information securely and ensure that safeguarding matters are referred to MAG's designated Safeguarding Lead.

The Project Manager must not independently investigate safeguarding allegations or delay urgent protective action.

10. Programme Administration and Systems

Cheri will support the maintenance of accurate and accessible programme records.

These include attendance information, participant referrals, programme schedules, activity plans, coaching arrangements, monitoring information and agreed follow-up actions.

She will become familiar with MAG's relevant project-management systems, including Trello where used, and the reporting platforms required by the funding agreement.

Administrative systems should support effective coordination and accountability without creating unnecessary work.

The objective is to ensure that MAG has reliable information about what has been delivered, who has participated and what remains outstanding.

11. Funding, Monitoring and Reporting

Cheri will support MAG in meeting the monitoring and reporting requirements associated with Mentoring Through Boxing.

She will work with the delivery team to ensure that information about participation, activities, engagement, feedback and outcomes is recorded accurately and made available for reporting.

Cheri will become familiar with Upshot and the relevant Go! London reporting arrangements.

She will also establish appropriate contact with funder representatives, clarify reporting deadlines and contribute to the preparation of accurate programme updates.

Funder reports will use the project name **Mentoring Through Boxing**, alongside any additional formal identification required by the funding agreement.

Financial reporting and formal expenditure approvals will remain subject to MAG's established management and finance procedures.

12. Working with Coaches, Mentors and Volunteers

MAG relies on the commitment and contribution of coaches, mentors and volunteers.

Cheri will support effective team coordination by maintaining communication, clarifying responsibilities and ensuring that relevant information is shared appropriately.

She will be encouraged to recognise individual strengths, invite contributions and identify opportunities for team members to develop their skills.

Where appropriate, responsibilities may be allocated to available team members with their agreement and within their roles.

The intention is to create a connected and dependable team in which everyone understands how their contribution supports the Young Masters.

13. Communication and Collaboration

Cheri will maintain appropriate communication with Davis and relevant MAG team members.

Regular check-ins will provide opportunities to review progress, discuss challenges, identify emerging priorities and agree next steps.

Cheri should communicate significant developments, risks or changes affecting delivery in a timely manner.

MAG recognises Cheri's professional independence as a contractor and will agree communication arrangements that support effective coordination without unnecessary supervision.

We value clear communication, honest reflection and practical solutions.

14. Funding Opportunities and Sustainability

Cheri will contribute to MAG's thinking about the longer-term sustainability of Mentoring Through Boxing.

This may involve identifying relevant funding opportunities, developing relationships with potential partners, gathering evidence that supports applications and contributing ideas for future programme activity.

The primary responsibility for organisational fundraising strategy and approval of applications remains with MAG's leadership.

Cheri's contribution will focus on opportunities directly relevant to the programme and the priorities agreed with MAG.

As the programme becomes more established, she will be encouraged to identify opportunities that could strengthen delivery capacity and create additional pathways for young people.

15. Working Arrangements and Professional Independence

Cheri will provide eight hours of contracted services per week through a blended arrangement of home-based and community-based activity.

Home-based responsibilities may include planning, communication, outreach, administration, monitoring and funding research. Community-based responsibilities may include programme visits, partnership meetings and agreed activities.

Cheri will have reasonable flexibility in organising her services, subject to agreed priorities, programme requirements and relevant deadlines.

MAG recognises that priorities will change as the programme develops. The contracted commitment should therefore be managed flexibly, with Cheri and the CEO agreeing where attention is most needed.

Time spent attending agreed meetings or programme sessions will form part of the contracted commitment. Additional paid work must be agreed in advance.

Where additional resources, time or support are required, these should be discussed before further commitments are made.

16. MAG Tribal Lead

As a MAG Tribal Lead, Cheri will contribute to the wider culture and shared values of the organisation.

This includes encouraging collaboration, supporting positive communication and sharing ideas that strengthen MAG's work with Young Masters and families.

The Tribal Lead responsibility forms part of the agreed contracted services and does not create a separate unpaid obligation.

Any additional responsibilities outside the agreed services will be discussed and agreed.

17. Professional Conduct, Confidentiality and Technology

Cheri will represent MAG respectfully and professionally when engaging with young people, families, colleagues, volunteers, partners and other stakeholders.

Confidential and sensitive information must be handled in accordance with MAG's policies and applicable data-protection requirements.

Digital tools, including artificial intelligence, may be used responsibly to support planning, research and administration.

Confidential information about Young Masters, families or safeguarding matters must not be entered into unauthorised digital systems.

18. Feedback, Development and Programme Growth

MAG values open communication, reflective practice and constructive feedback.

Cheri and MAG will have opportunities to discuss what is working well, identify challenges and consider improvements.

These conversations are intended to support effective collaboration, professional learning and successful programme delivery.

Cheri will be encouraged to contribute ideas, develop her understanding of the programme and identify opportunities for MAG's continued growth.

Any significant changes to the agreed services or working arrangements will be discussed and recorded appropriately.

19. What Success Looks Like

Success in this role will be reflected in the quality, consistency and development of Mentoring Through Boxing.

In the immediate term, our most important measures of progress will be improved recruitment and attendance, a clear understanding of the project's funding and delivery position, and a successful January 2027 relaunch.

Beyond January, MAG will look for sustained participation, dependable programme coordination, positive communication with coaches and volunteers, stronger community partnerships, accurate programme records and appropriate progress towards the funding agreement's commitments.

We will also value Cheri's contribution to identifying opportunities, improving systems and helping the programme become more sustainable.

Most importantly, success should be visible in the experiences of the Young Masters who attend. They should encounter a programme where they feel welcomed, supported, challenged constructively and encouraged to develop confidence, responsibility and leadership.

Our focus is not simply on activity, but on what that activity makes possible for young people.

20. Handbook, Policies and Procedures

This Role Description should be read alongside Cheri's Independent Contractor Services Agreement, the MAG Handbook and relevant organisational policies.

Cheri will be provided with access to the procedures applicable to her services, including safeguarding, child protection, health and safety, equality, confidentiality, data protection and financial requirements.

The separate induction checklist will support her introduction to MAG, while the Project Manager Handbook will provide additional guidance on programme delivery and organisational expectations.

Acknowledgement

I confirm that I have received and read this Role Description and understand the agreed services, responsibilities and scope of the Project Manager – Mentoring Through Boxing engagement.

Contractor: *Cheri Simon*

Signature: _____

Date: _____

For Manhood Academy Global

Name: _____

Position: _____

Signature: _____

Date: _____