

## Job Description: Youth Coordinator

**Salary:** £25,000 to £28,000 per annum pro rata (depending on experience and qualifications)

**Hours:** Up to 22.5 hours per week (depending on the candidate) at varying times, including daytime, twilight hours, evening, weekends, bank holidays, school holidays as required

**Reports to:** Operations Manager

**Contract Type:** Permanent

**Location:** Newham, London

### Safeguarding and Equal Opportunities Statement

Ambition Aspire Achieve (AAA) is committed to safeguarding and promoting the welfare of all children and young people in its care. We will take every reasonable step to ensure that children and young people are protected where our staff and associates are involved in the delivery of our work. As an employer, we expect all staff and volunteers to share this commitment. All members of contract staff are required to undergo enhanced DBS checks.

AAA is an Equal Opportunities employer and wishes to select the best possible candidates for roles regardless of race, colour, religion, gender, disability, age, class or sexuality. AAA has a comprehensive Equal Opportunities Policy and we expect all staff to fully support and implement the Policy in all aspects of their work.

### Summary of Role

Working under the direction of the Operations Manager and liaising with the Centre Manager at Abbey Hub, the Youth Coordinator will provide a combination of youth work delivery and coordination of youth-related projects and events to promote the personal, educational, creative and social development of young people, including vulnerable and at-risk service users, helping them to reach their full potential.

### Duties and Responsibilities

#### 1. Project Management

- Leading on the development and delivery of specific youth-related projects across AAA, ensuring project milestones and outputs are met or exceeded in line with funding agreements
- Monitoring and evaluating AAA youth projects, providing reports to senior managers and the Board of Trustees when required
- Providing reports for and meeting with commissioning bodies to update on project progress and developments when required
- Leading and line managing a small team of Youth Workers and volunteers delivering high quality youth-related projects
- Working collaboratively with key partners (e.g. schools, community stakeholders, delivery partners) to support the recruitment of young people and the effective delivery of youth-related provision
- Ensuring the development and distribution of quality marketing materials relating for the promotion of AAA youth projects

#### 2. Project Delivery

- Providing for the social, personal, educational and leisure needs of young people by leading in the running, organisation and delivery of AAA youth projects, enabling service users to increase their skills and confidence and realise their full potential
- Carrying out initial assessments and regular reviews with young people participating in AAA youth project, identifying, setting and monitoring goals appropriate to their needs
- Liaising with parents and carers of young people participating in AAA youth projects, building strong relationships to support the development of service users
- Coordinating resources and developing opportunities and activities for young people which reflects their particular needs and circumstances
- Facilitating the active involvement of the young people in the planning and development of AAA youth projects and activity

- Mentoring young people by supporting positive behaviours and supporting the delivery of life-skills sessions and workshops
- Assisting young people in identifying progression opportunities and providing on-going transition support for those moving into college, employment, apprenticeships or further learning.
- Supporting young people to gain accreditation (e.g. Arts Awards) through their involvement in projects
- Supporting and guiding volunteers, trainees and junior leaders in all of the above, as required

### **3. Policies and Processes**

- Ensuring appropriate records and project paperwork relating to the delivery of AAA youth projects (e.g. registers, outcome evidence templates) are completed to a high standard and updated at all times
- Adhering to AAA policies and procedures in respect of safeguarding young people
- Working as a member of the AAA team to ensure the safety and well-being of the young people, including day to day 'housekeeping' of the site and maintenance of project equipment
- Carrying out health and safety inspections and project risk assessments as required
- Adhering to AAA's performance management framework, taking part in reviews/appraisals and taking up opportunities for continued personal development

### **4. Other**

- Carrying out any other duties that may be requested by the Chief Executive or Operations Manager and that are in line with the purpose and level of the post

## Person Specification: Youth Coordinator

AREA	REQUIREMENTS	ESSENTIAL / DESIRABLE	ASSESSMENT
<b>Qualifications</b>	Professional qualification in youthwork	Desirable	Application Form
	Current first aid and/or food hygiene certificates	Desirable	Application Form
<b>Experience</b>	Experience (minimum 2 years) of practical youth work with young people, including developing and delivering programmes and provision to meet identified individual and group needs	Essential	Application Form/ Interview
	Experience of leading teams of paid/volunteer youth workers and empowering and managing young people in volunteering roles	Essential	Application Form/ Interview
	Experience of delivering defined youth related programmes meeting predetermined output and outcome targets	Essential	Application Form/ Interview
	Experience of managing project budgets	Desirable	Application Form/ Interview
<b>Knowledge</b>	Knowledge and understanding of health and safety requirements and an ability translate this into day to day practice.	Essential	Application Form/ Interview
	Knowledge of and an ability to organise a wide range of activities that engage and progress young people	Essential	Application Form/ Interview
	An awareness and understanding of the importance of safeguarding young people.	Essential	Application Form/ Interview
	An understanding of the needs of young people living in a multi-cultural, inner city area.	Essential	Application Form/ Interview
	Experience of successfully working with marginalised and vulnerable young people	Desirable	Application Form/ Interview
<b>Skills</b>	Ability to communicate effectively with young people within informal settings, including young people with Special Educational Needs or Disabilities (SEND)	Essential	Application Form/ Interview
	Ability to communicate effectively verbally and in writing with colleagues, parents and other professionals as required.	Essential	Application Form/ Interview
	Ability to work effectively as a member of a team within an informal environment.	Essential	Application Form/ Interview
	Strong IT skills, including the use of Microsoft Office and social media	Essential	Application Form/ Interview
	Strong team-worker	Essential	Application Form/ Interview
<b>Personal Attributes</b>	Self-motivated with the ability to work unsupervised, solutions focused with a willingness to take initiative	Essential	Application Form/ Interview
	A commitment to the principle of equality of opportunity and an ability to translate theory into practice in your day to day work.	Essential	Application Form/ Interview
	A commitment to quality and achieving the best possible outcomes for young people	Essential	Application Form/ Interview
	A flexible approach, including the ability to work different hours to meet the needs of the service	Essential	Application Form/ Interview