

## **Job Description: Youth Coordinator**

**Role Type: Full Time (37.5 hours p/week) + part time options considered**

**Salary: £28,000 to £32,000 per annum (depending on experience and qualifications)**

**Hours: Varying times, including evenings, with some degree of flexibility, depending on weekly timetables**

**Reports to: Chief Executive**

**Location: Newham, London (Canning Town and Stratford)**

### **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 AAA's Chief Executive and liaising with other members of AAA's core team, the Youth Coordinator will provide a combination of youth work delivery, coordination and management of AAA's targeted youth projects, based at the Terence Brown Arc in the Park (Canning Town) and the Glyn Hopkin Abbey Hub (Stratford). Working directly alongside a team of youth workers, with a focus on leading and managing the personal, educational, creative and social development of young people participating in youth programmes and projects, the role will also take a lead on broadening youth voice and involvement and developing peer leaders and junior volunteers, whilst supporting the development of AAA's youth programmes and offer.

### **Duties and Responsibilities**

#### **1. Project Management and Development**

- Leading on the development and delivery of specific building-based youth projects, including youth clubs and activities, mentoring and personal development programmes, ensuring project milestones and outputs are met or exceeded in line with funding agreements.
- Monitoring and evaluating specific AAA youth projects, providing reports to the Chief Executive and AAA's Board of Trustees when required.
- Providing reports for and meeting with commissioning bodies/funders to update on project progress and developments when required, including project evaluation reports.
- Leading and line managing a team of Youth Workers and volunteers delivering high-quality youth 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 AAA's youth programmes.
- Supporting the development and distribution of marketing materials to promote AAA youth projects.
- Attending key local youth forums (e.g., Newham Youth Partnership), networking and funder events to help promote AAA's youth offer.
- Working with AAA's Chief Executive to support the development of new youth projects and programmes.

## **2. Project Delivery**

- Providing for the social, personal, educational and leisure needs of young people by leading in the running, organisation and delivery of targeted 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 projects, identifying, setting and monitoring goals appropriate to their needs.
- Supporting the delivery and leadership of off-site residentials and trips (including overnight residentials).
- 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 activities, including developing an AAA youth forum and 'youth voice' initiatives.
- Supporting the development of mentoring activities for young people and the delivery of life-skills sessions
- 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 accreditations (e.g. Arts Awards, DofE Awards) through their involvement in AAA's youth projects.
- Supporting and guiding young volunteers/peer 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, monitoring and reporting databases, 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 and working with AAA's Designated Safeguarding Leads, to promote the safety and development of children and young people attending AAA's youth projects at all times.
- 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 and that are in line with the purpose and level of the post.

## **Person Specification: Youth Coordinator**

<b>Area</b>	<b>REQUIREMENTS</b>	<b>Essential or Desirable</b>	<b>ASSESSMENT</b>
<b>Qualifications</b>	Professional qualification in youthwork (L3)	Essential	Application Form
	Safeguarding training (to L3)	Desirable	Application Form
	Current first aid and/or food hygiene certificates	Desirable	Application Form
<b>Experience</b>	Experience (minimum 3 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 targeted youth programmes meeting predetermined output and outcome targets	Essential	Application Form/Interview
	Experience of managing project budgets and project delivery plans	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 additional needs	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 in a youth work setting	Essential	Application Form/Interview
	Strong IT skills, including the use of Microsoft Office and social media platforms	Essential	Application Form/Interview
	Leadership and management skills with the ability to bring the best out of a team of youth workers	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
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