



Working at Coin Street

Job pack

Coin Street 

Creating an inspirational neighbourhood

Some use our nursery, our sports pitches or have attended conferences in our neighbourhood centre. Others live or work on our South Bank site. But most of the thousands of people who pass through the Coin Street site every day don't even know we exist.

That's a shame. Because our story matters.

It's a story about inclusiveness and diversity. About culture, community, and commercial success. About how we work together to create an inspirational neighbourhood - today, tomorrow, and forever.



BE PART OF IT

What we do

We provide the opportunities and spaces for people to lead their own change. Our activities are wide and far reaching. From giving families and children the best start in life through our childcare and family support, to creating and maintaining high quality live, work and play spaces on land which we own.

We promote enterprise, creativity and lifelong learning whether that's through providing employment, volunteering opportunities, nurturing enterprise or delivering programmes and activities.

Our commercial activity/income generating activity ranges from hosting conferences and events in our purpose built centre. to supporting London's top creative talent through our designer maker studios at Oxo Tower Wharf and/or shops/studios in Gabriel's Wharf.

This work is a central part/pillar of our efforts to support our neighbours and community to thrive.

We provide housing that supports our community; we champion co-operative housing and influence local and national housing policy. From sports and dance to healthy eating and gardening, we offer a range of facilities and activities accessible to everyone to support health and wellbeing in our community.

We are conscious that our neighbourhood is a small part of a global community and that we all need to work together to tackle the challenges faced by the earth and all who live on it.



JOB DESCRIPTION

ROLE:	COMMUNITY PROGRAMMES LEAD WORKER
Reports to:	Y&C Programmes Coordinator
Direct reports:	Sessional staff, volunteers, workshop leaders
Contract details:	Permanent, part time, 20 hours per week, working mainly evenings and weekends
Salary:	£16,224 per year or £15.60 per hour

ROLE SUMMARY

This role will support a broad range of activities delivered mainly over evenings and weekends aimed at making our community an inspirational place. You will plan, deliver and lead on sessions and programmes and you will manage and coordinate sessional workers, volunteers and workshop leaders for sessions.

TEAM OVERVIEW

The Community Programmes team consists of five permanent team members, and an additional two Youth & Community Lead Workers and approximately 12 sessional support workers and contractors. The team are responsible for delivering projects and programmes aimed at making our community an inspirational place. This includes work with young people and adults of all ages, and spans activity across education, sports, health and wellbeing, the arts, employment, enterprise and training, social action and leadership.

KEY ACCOUNTABILITIES

1. Plan, deliver and lead on agreed programmes of activities, delivered mainly on evenings and weekends, in collaboration with sessional workers, workshop leaders and volunteers. You will deliver sessions in line with agreed objectives and outcomes, and ensure sessions are inclusive, accessible and safe.
2. Manage and coordinate sessional workers, volunteers and workshop leaders, ensuring the team fulfils its duties and responsibilities, and are supported to deliver a high standard of work for those participating in sessions and projects.
3. Gather the views of young people and community participants to ensure the sessions are meeting their needs, gaps are identified and actioned, while encouraging their active participation and engagement across the delivery and planning of our work
4. Establish contact and build sustainable working relationships with young people and community members to encourage participation in activities, projects and sessions. Support outreach activities to promote our work, and engage those not currently involved, so more can benefit from what we offer.

5. Contribute to performance monitoring and reporting by ensuring key information is accurately collected and recorded using the appropriate forms, reports and systems.
6. Assist in establishing and maintaining effective working relationships with other relevant agencies involved in the provision of services to young people and community members. Assist in liaising with community groups and external organisations when required to raise awareness of our provision across the neighbourhood.
7. Take responsibility for the health and safety of young people, community members and colleagues as well as the safeguarding of premises, furnishing and equipment, and for the collection of monies received, in accordance with guidelines where appropriate.
8. Work within Coin Street's safeguarding policies and procedures, staying up to date with safeguarding practice and reporting any concerns or disclosures which arise.
9. Attend supervision and staff meetings and training courses as required.
10. Support colleagues in other parts of the organisation with community engagement activities, as appropriate.
11. Undertake any other reasonable duties, as may be required from time to time, as consistent with the scope of this role.

GENERAL REQUIREMENTS

To comply with Coin Street's Diversity, Equality, and Inclusion policy.

To comply with Coin Street's Health & Safety policies.

To comply with Coin Street's Safeguarding policies.

To comply with Coin Street's IT policies and procedures.

To promote an organisational culture that reflects Coin Street's values:

- *Creative: By looking for solutions rather than problems I will find better ways of doing things*
- *Collaborative: By respecting the views of others we will learn, grow, and achieve more together*
- *Committed: I do what I say I am going to do and do the best job I can.*
- *Curious: We ask questions about what we do and the way we do things – as an organisation, community, and society*
- *Inclusive: I embrace difference and encourage authenticity*

PERSON SPECIFICATION

KNOWLEDGE & EXPERIENCE

1. Relevant qualification in youth and community work or equivalent experience with ability to demonstrate professional subject knowledge.
2. At least two years' experience of planning and delivering in a community setting with young people and/or adults.
3. Experience of working in partnership to deliver community-based projects.
4. Experience of safeguarding and child protection procedures and the ability to use these in practice.
5. Knowledge and ability to deliver projects and activities taking into consideration special needs, gender and families' ethnic, cultural and linguistic backgrounds.

DESIRABLE

6. Relevant practical qualifications including First Aid and Food Hygiene.
7. Experience of working with participants to shape and co-design projects and activities.
8. Experience of collecting and reporting project activity data.
9. Working knowledge of health and safety good practice e.g. accident reporting, risk assessments etc.

SKILLS & ABILITIES

10. A personal commitment to and enthusiasm for Coin Street's ethos and mission
11. High standards of personal and professional integrity.
12. Able to relate to and work with young people, adults and older people both as individuals and in group settings.
13. Possess the skills to manage challenging behaviour effectively.
14. High level of communication (written and verbal) and administration skills and be willing to learn new skills.
15. Ability to work under pressure, be flexible and adapt to change.
16. Ability to work mainly at weekends and evenings as a normal working pattern.

A full enhanced DBS and online check will be required for this role.

What we can offer you (the highlights)

REWARD AND PROTECTION

Annual Holiday

27 days leave per year excluding bank holidays.

Pension Scheme

Coin Street will contribute 5% to your pension if you contribute at least 3%.

Life Assurance

Death in service (3 x salary), Income Protection and Critical Illness cover.

Company Sick Pay

8 weeks at full pay and 5 weeks at 50%. Offered after 6 months and increases after 5 years

Flexible working

Where we are able to, flexible working and hybrid working location

Staff Socials and Inset Days

Staff information and team building days, plus plenty of social opportunities

Training & Development

A commitment to training & development for all staff with regular progress & support reviews with your manager.

Wellbeing

Mental wellbeing - webinars, courses, mediations, therapy session. Free gym membership at Colombo Centre.

Staff Discounts

Discounts available from wide range of retailers and service providers for shopping, dining, experiences, car maintenance, study, etc.

Nursery Discount

20% discount on nursery fees for staff whose children are enrolled in Coin Street Nursery.

LIFESTYLE

