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Company Limited by Guarantee number 1741926
Charity Number 287779
Registered in England as Single Homeless Project



Single
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Project

Job title: Youth Opportunities Coordinator

Delegated Authority: Level 7

Team: SHP Young People's Services

Responsible to: Assistant Director

Responsible for: Peer Volunteers, Student Placements, external services delivering sessional activities.

Job purpose



The Youth Opportunities Coordinator post is an exciting position for candidates who have skills and interests in designing, implementing, and coordinating activities for the Young People's Opportunity Programme within supported accommodation services.

Working within a biopsychosocial model of psychologically informed environments (PIE), you will provide an effective, high-quality rolling activities programme which encompasses a holistic schedule of activities, including access and links to education, training and employment, skills based, pre-tenancy training and involves therapeutic elements.

The service will be delivered in a person-centred, personalised approach in line with the recovery model. You will be responsible for delivering elements of the programme and coaching other staff members to enable them to facilitate groups and activities.

Key accountabilities



1. Development & Implementation of In-House activities and Opportunities Programme

To create a comprehensive recovery and opportunities programme which incorporates all aspects of holistic support and includes a range of co-produced opportunities. The programme should include in-house and local activities taking place in the community as well as SHP wide opportunities.

To record relevant outcomes of the programme using the SHP database and review the effectiveness of what is being delivered. Ensuring client feedback is gathered, acknowledged, and responded to.

2. Social Inclusion

To assist and empower young people to develop life skills and participate in activities to promote increased independence and involvement with the community.

To support young people with identification and application to suitable employment, training, or education opportunities.

3. Motivational Coaching

To provide motivational support to young people in relation to meaningful activities, including employment skills coaching. To participate and promote in-reach styles of working.

4. Monitoring, Evaluation and Review

To develop, conduct and participate in review and evaluation processes through recording attendance, observations, and any other information as requested by Line Manager.

5. Move On Support

To develop and conduct group sessions to support clients in preparation for more independent living.

Working collaboratively with SHP's Opportunities Team to put clients through accredited training.

6. Partnership Working

Working alongside and collaboratively with the staff team, clients, peers, and external agencies to source opportunities that promotes and develops client access to mainstream services and opportunities.

7. Volunteer and Student Placements

To oversee the recruitment and management of the peers, volunteers, including the regular supervision of volunteers, as requested by the Manager.

8. Health & Safety

To work in accordance with local and organisational health and safety policies & procedures, including lone working, and to undertake activity risk assessments as required.

9. Teamwork/ Personal Development

To take active responsibility for own and SHP's aims and objectives and participate fully in relevant team meetings, supervisions, performance reviews and training to ensure a cohesive and professional working environment at all times.

10. Safeguarding Children and Vulnerable Adults

To ensure that staff are committed to safeguarding children and vulnerable adults in line with SHP policy and procedure.

11. Equality, Diversity & Inclusion

To create inclusive working environments and cultures to enable colleagues and clients to feel safe and empowered to achieve their full potential.

12. Miscellaneous

Any other responsibilities relevant to the purpose of the role as required by the line manager **OR** SHP is at discretion to amend your responsibilities and, in addition to these, you may be required to perform other duties as may be required for the efficient running of the organisation.

Technical and professional know-how needed for position.
When completing your application, you will be required to
address (using examples) some of the points below.

Experience and Knowledge

- A demonstrable level of experience working with young people who might have needs in areas such as mental ill health, substance use, offending and physical ill health.
- A demonstrable understanding of psychologically informed environments (PIE) in relation to the role, with knowledge applicable to its use within SHP's group work programme.
- Experience of developing, facilitating, and working in groups, with a demonstrable understanding of group dynamics.
- Experience of developing and maintaining positive partnership relationships with a range of internal and external providers and services.
- An understanding of the importance of professional boundaries and how they are likely to impact on the role within an accommodation setting.

Skills and Abilities

- A proven ability to act calmly in a professional manner whilst dealing with unpredictable situations and/or behaviour which is challenging, considering all contributory factors including one's own practice and responses.
- A demonstrable ability to engage and motivate people, with an awareness of the issues that may prevent engagement/impact on self-motivation.
- A proven ability to extrapolate and interrogate information, make accurate deductions and evaluations and communicate these to various audiences.