



West Silvertown Foundation
Job description

Job Title: Youth Project Coordinator

Accountable to: Youth Services Manager

Responsible for: Sessional workers and Volunteers

Number of Hours: 36.25 per week

Salary: £33,383 (£17.71 per hour)

Main purpose of Job:

To develop and oversee a variety of activities which empower young people to feel connected to their community and live to their full potential. To work in close partnership with Oasis Academy Silvertown to enable wrap around care for local young people. To deliver sessions in our community centre and across the community.

Organisation and Management

- To work with the Youth Services Manager and Youth Development Coordinator to oversee and adapt our youth programme to ensure our activities are inclusive and empowering for local young people. To ensure best practice for youth work is followed in all youth sessions, and keep up to date with relevant legislation.
- To work in partnership with Oasis Academy Silvertown to find innovative ways of supporting young people together.
- To work with the Youth Services Manager to ensure that appropriate records are kept on our cloud based data system, and submit written reports as needed: reporting to funders, partners and producing regular reports for trustees.
- To mentor young leaders going through training for youth work qualifications, supporting them and liaising with their training provider as appropriate.
- To work with the Youth Services Manager ensure an appropriate number of staff are present at every youth activity, organising rotas and cover as appropriate. To work with the Youth Services Manager to recruit and induct new staff and volunteers.

- To work with the Youth Services Manager to manage an agreed budget, keeping records and reporting as necessary.

Working with Young People

- To develop, run and evaluate a varied programme of activities for children and young people, including summer holiday provision and residentials, building on our existing work with young people.
- To deliver after school and evening activities for young people at Britannia Village Hall.
- To deliver activities in Oasis Academy Silvertown, including mentoring and clubs, working with young people identified by the school.
- To involve project users in the overall planning, running and development of the project through developing our youth council.
- To promote the youth project, and increase youth participation through outreach work.

Safeguarding

- To support the effective implementation of safeguarding policies and procedures within WSF, and to have a good level of understanding as to these issues and to act appropriately should areas of concern arise.
- To implement health and safety policies and procedures and liaise with senior managers on all issues related to health and safety. This includes undertaking risk assessments of all activities, and keeping accurate registers on our cloud based system.
- To undertake first aid training, keep records of any medication administered, and report any accidents/ incidents involving staff and young people.

Public Relations

West Silvertown Foundation attaches considerable importance to the public relations aspect of its work. It is therefore essential to develop and maintain professional working relationships with all users, colleagues and partner organisations.

Equal Opportunities

West Silvertown Foundation has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees and volunteers to promote its policies in their work. The equal opportunity

policy applies to employment and advancement and all employees will be recruited, trained and promoted on the basis of abilities, job requirement and fitness for that work. No applicant or employee should receive less favourable treatment on the ground of race, colour, nationality, ethnic or national origin, age, sex, sexuality, marital status, or disability, or be disadvantaged by requirements that cannot be shown to be justifiable.

Other duties

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility involved. Such variations are a common occurrence. Excellent team working and individual personal development are key to WSF's success in delivering its business aims and objectives. Therefore, all staff are expected to have a flexible attitude in responding to new priorities and opportunities as they arise.