



JOB DESCRIPTION

Employer:	Bonny Downs Community Association (BDCA)
Job Title:	Youth Project Coordinator
Hours:	36 hours per week. To include Tuesday, Thursday & Friday evenings between 5.45 -9.15 p.m. This role requires anti-social working hours, including: during evenings, school holidays (three-week summer scheme in first half of school break) and weekends (day trips and residential throughout the year).
Term:	6-month fixed term contract. Contract may be extended subject to funding.
Location:	Bonny Moore Sports Pavilion and Flanders Playing Field site, E6 2SG (in some circumstances, sessions may be relocated to another site in the E6 area) Main charity office is at The Well Community Centre, 49 Vicarage Lane, East Ham, London E6 6DQ.
Salary:	£19.618 per hour
Responsible for:	Youth Project Manager and Youth Project Workers
Reports to:	Youth Service Lead
Working With:	This is a collaborative project delivered by two partner charities and you will be working closely with the youth project team at nearby charity The Renewal Programme (TRP). Staff from each organisation will work together to deliver the programme and cross-refer young people to activities led by both teams.

About BDCA:

BDCA has been serving the residents of the London Borough of Newham since 1998. Our motto is, "working together to change lives and transform our community" and over the past two and a half decades we have renovated four previously dead, disused spaces into lively local hubs. From these venues, our diverse team of locally-based staff and volunteers deliver targeted activities for people of every generation from children and their parents, young people and elders too. We also run programmes providing accessible sports, healthy food, poverty support

and volunteering. Across all these projects, our mission is to break down barriers, bring people together and build people up.

Job Aim:

To lead a fun, engaging and exciting programme of activities for young people across the economically disadvantaged but beautifully diverse E6 area within the London Borough of Newham. You will lead the delivery of BDCA's Youth project, in line with our commissioning contract with Newham Council's Youth Empowerment Service. Our project provides the following youth activities in East Ham over 49 weeks of the year for young people aged 9-19:

- Three outdoor Multi Use Games Area sports sessions per week in BDCA's sports field.
- Three indoor youth hub sessions per week in BDCA's sports pavilion, which includes workshops such as Junior Gym, screen acting, Muay Thai, healthy cookery sessions, calming crafts and sports.
- Weekly EKO Pathways after school youth club session specifically supporting children who have been excluded from mainstream education due to social, emotional, behavioural and mental health needs.
- Two outdoor parks MUGA session.
- Weekly Youth Theatre Club, led by a local acting workshop facilitator.
- Three-week summer holiday scheme for up to 120 children per day.
- Annual 'Stepping Up' youth leadership programme offering training/ mentoring/ paid work experience / accredited Sports Leaders Awards for up to 30 young people each summer.
- Several offsite trips and residential throughout the year - as often as match funding allows.

You will be part of a team who are passionate about BDCA's values of: INCLUDING all local young people by welcoming them into safe spaces and positively engaging with those who often get left out. CELEBRATING their creativity and skills so they have confidence and support to thrive despite their challenges. EMPOWERING them to step up and speak out as local leaders who make positive change in our community and beyond.

DUTIES AND RESPONSIBILITIES

Project Planning and Delivery:

- To coordinate, plan, develop, deliver and evaluate a programme of youth activities delivered by BDCA's youth project team.
- Ensuring coaches, assistants and youth workers have all the resources and equipment needed
- Work as part of a team to plan and develop personal and social education opportunities.

- Ensure you give young people a warm welcome, positive praise and safe supervision at all sessions.
- Setting up and packing away of activity equipment at every session.
- Responsibility for ensuring that records are kept of each session including registers and session plans as required by funders and in line with organisational policy.
- Establish, contact and develop relationships with young people through a variety of youth work styles and sport-based settings.
- Ensure young people are actively involved in decisions or developments about the service, such as the development of new policies or activities.
- Responsibility for issuing and collating regular feedback forms from young people attending sessions.
- Building successful working relationships with external stakeholders, including other charities and local organisations.
- Liaising with external partners to arrange specialist workshops and share information about changes to our service provision.
- Work as part of a team to promote any opportunities for young people to be recognised through awards
- Deliver anti-discriminatory practice and challenge oppression and discrimination appropriately.
- Ensure that delivery complies with Health and Safety and Safeguarding requirements.
- Conducting and refreshing activity and venue risk assessments.
- Working with the team to complete session plans and evaluations logs as required by the funder
- Maintain accurate accident/incident records.
- Key holder responsibilities including opening and closing of building
- Guaranteeing timely and confidential reporting of any safeguarding concerns arising within the project.
- Ensuring that best practice for youth work is followed in all youth sessions and keep up to date with relevant legislation.
- Liaising with our Facilities Manager to book venues and arrange payment of invoices for room/MUGA hire
- Ordering and ensuring activity equipment is available at every session
- Ensuring that all youth project staff are regularly trained and aware of safeguarding procedures.
- Managing and monitoring an agreed budget, keeping records and reporting as necessary
- Completing regular funding reports on an annual/interim basis for funders

Project Monitoring:

- Collecting the required monitoring data (participant registration forms, session registers, photos, videos, participant surveys etc) throughout the funding period
- Inputting monitoring data into our Upshot database and the council's evaluation software.
- Supporting young people to attend Youth Citizens Assemblies and Youth Area Forums
- Representing BDCA at quarterly Area Youth Forums to share learning with other Newham based youth service providers.
- Working with the second East Ham Youth Partnership Project Coordinator (based at partner charity TRP) to compose funder impact monitoring reports as required.

Delivery of 'Stepping Up' youth leadership development programme each summer:

- Working with our Youth Project Manager to run three-week-long work experience placement during summer holidays
- Supporting some of these young people to complete accredited SLA course workbooks while working together to lead sports tournaments for local children.
- Supporting others to work together to help plan and deliver craft, sports, performing arts and life skills workshops for younger children.
- Planning and facilitating social action campaign planning workshops so that participants can design teamwork projects around the themes of tackling homophobia, stamping out racism, saving our planet and reducing knife crime.

Residential and trips:

- Planning and attending residential trips for groups of at least 15 participants each year.
- Planning and delivery of offsite day trips for project attendees of all programme activities.

Staff management responsibilities:

- Supervising and supporting the Youth Project Manager, Senior Youth Workers, Youth Work Facilitators and regular workshop leaders throughout the funding period. This includes carrying out our regular and constructive line management meetings and understanding annual appraisals.
- Working with our CEO to ensure that adequate staff are recruited to replace team members who move on from the charity.
- Ensuring there are enough staff present at each session, liaising between youth workers to arrange cover for holidays and sickness.

Partnership development:

- Liaising with our partner charity Community Albums to arrange for our young people to plug into their music skills development opportunities locally.

- Liaising with Newham Cricket Club, Flanders Soccer School and other onsite sports clubs to arrange for our young people to access their sports groups year-round.
- Working with SEMH school Eko Pathways to support their young people excluded from mainstream education.
- Communicating with other local service providers to refer and cross-signpost young people in need of support, including: TRP's Carers Help and Empowerment Project, Refugee and Migrant Project team and Youth Hostel Support staff; Newham Youth Offending Team; Pan Newham Youth Partnership led by Fight For Peace; One Newham charity network; West Silvertown Foundation's youth team and AAA for SEND young people.

Liaising with Newham Youth Empowerment Service:

- Attending quarterly progress meetings with all local commissioned youth service providers.
- Supporting young people to attend Youth Citizens Assemblies and Youth Area Forums.
- Providing updated schedules to LBN's marketing team every half term so they can produce standardised publicity materials across the borough

Project Publicity:

- Working with the East Ham Youth Partnership Project lead (based at partner charity TRP) to coordinate termly detached street outreach sessions to engage local young people gathering in nearby public meeting nearby the activity venues.
- Working with BDCA's Marketing team to create and distribute high quality digital marketing materials, including: social media posts, website information page, promotional videos, posters and banners and e-newsletters.
- Working with local schools to engage young people into our programme of activities

General duties:

- Work within the remit of BDCA's Data Protection and Confidentiality policies.
- Attend relevant training courses and staff meetings as required.
- Participate in regular supervision sessions with line manager.
- Attending and contributing towards monthly staff meetings, annual charity-wide staff training days and weekly 'Team Tea Time' chats so you can build relationships across departments.

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 the BDCA'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.

EQUAL OPPORTUNITIES

Bonny Downs Community Association 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 equality, diversity and inclusion 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 grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation, or be disadvantaged by requirements that cannot be shown to be justifiable.

PUBLIC RELATIONS

BDCA 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.

SAFEGUARDING

At BDCA we are committed to ensuring the safety of our staff and the people *we work* with. BDCA has a zero-tolerance approach to any abuse, harassment or exploitation of an adult at risk or a child by any of our staff, volunteers, representatives or partners.

BDCA expects all staff to share this commitment through our Safeguarding Policies and our Code of Conduct. Staff are responsible for ensuring they understand and work within the remit of these policies throughout their time at BDCA. It is the post-holder's responsibility to safeguard and promote the welfare of all those with whom they have contact or for whom they are responsible.

This post is subject to an enhanced DBS check.

PERSON SPECIFICATION



Experience and Qualifications	
Experience in a youth work role	E
A youth work degree or relevant professional qualification (level 3 minimum)	E
Experience of planning, developing and delivering youth projects	E
Experience of multi-agency and partnership working	E
Experience of project monitoring and reporting	D
Experience of managing and supervising staff and volunteers	E
Experience of engaging with diverse inner city communities	D
Experience of working in voluntary sector	D
Skills and Knowledge	
Knowledge of National Occupational Standards for youth work	E
Knowledge of and commitment to the United Nations Convention on the Rights of the Child	E
Awareness of the particular needs and challenges of young people in Newham	E
Excellent negotiation and motivation skills	E
Ability to identify problems and put forward solutions	E
Ability to involve young people in effective decision making	E
Excellent written and verbal communication skills	E
IT literate – comfortable using IT including outlook (email and calendars), excel and word, and electronic record keeping systems.	E
Ability to manage pressure and competing demands	E
Attributes	
Very much a people person, able to build strong relationships at all levels.	E
Self-motivated and enthusiastic with the ability to work on own initiative	E
A good team player with a willingness to be flexible and adaptable	E
Creative thinker with the ability to motivate others	E
An ability to handle sensitive and confidential information with discretion, tact and diplomacy	E
Highly organised and able to prioritise workloads	E
Flexible approach to problem solving	E

Willingness to engage in relevant training	E
Desire to provide excellent customer service and treat individuals with dignity and respect: welcoming, non-judgemental, and relational in approach	E
Identification with the ethos, aims and values of BDCA.	E
A connection and commitment to Newham	D
Readiness to work within the policies of the BDCA including Equality, Diversity & Inclusion; Safeguarding; Data Protection & Confidentiality; Health & Safety	E
Other requirements	
Ability to work unsocial hours	E