**JOB DESCRIPTION – Service Co-ordinator**

**Organisation: Regen:fx Youth Trust**

**Location: Base Larkhall/Hamilton, South Lanarkshire**

**Hours: 35 hrs per week (including evenings and some weekends)**

**Salary: £32,905 - £33,852**

**Term: Permanent**

**Posted: 7th Sept 2021**

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| **GENERAL** |
| **Role** | **SERVICE CO-ORDINATOR** |
| **Purpose** | To lead and train a youth work staff team. Co-ordinate operations for all Youth Projects within the Trust. Drive forward new developments and opportunities to expand youth services in South Lanarkshire.  |
| **Reporting to** | Regenfx Trust Manager |
| **Liaising with** | Senior Management Team, partners, wider staff team, volunteers, sessional workers, young people and external bodies. |

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| **KEY AIMS AND RESPONSIBILITIES** |
| **Key Aims**  | * Establish a good working relationship with the Senior Management Team
* Provide leadership, co-ordination and evaluation of all youth work programmes continuing to meet quality standards.
* Ensure that a positive internal culture is maintained for staff.
* Drive forward new developments with Project Leads for existing and new areas of youth work programmes.
* Provide effective operational leadership as a member of the Senior Management Team, contributing to decisions and ensuring synergy with the Trust’s long-term strategic goals.
* Ensure a safe operating environment for staff and volunteers.
* Provide overall line-management support and coaching for youth work staff including the completion of PDR’s.
* Co-ordinate the delivery of youth work training for staff and volunteers in a timely manner.
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| **Key** **Responsibilities** | * Assist in the recruitment, development and retention of staff creating an environment for staff to thrive.
* Plan regular support meetings with Project Leads.
* Represent Regenfx to key stakeholders whilst participating in appropriate working groups, networking forums and strategic meetings.
* Support existing partnerships and develop new opportunities for collaboration that strengthen the youth work sector in South Lanarkshire.
* Undertake comprehensive needs assessment and risk assessments to ensure that staff requirements are fully identified from the outset.
* Develop an outcome-focussed, flexible support plan with staff
* Undertake all relevant monitoring and evaluation as required by the service and submit regular progress report.
* Maintain records as required by the service.
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| **Additional Responsibilities** | * Develop and maintain effective working relationships with wider staff team and those working in external agencies.
* Participate in in-house team events and any identified training.
* Maintain professional and personal development to meet the changing demands of the role.
* Other tasks as required by the management to meet the needs of Regenfx.
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| **JOB AND PERSON SPECIFICATION** |
| **Essential knowledge and experience**  | Qualifications* Relevant Degree

 Experience & Knowledge* Minimum of 2yrs experience in a similar senior post.
* Youth Work Background.
* Experience of line-managing and supporting staff.
* Extensive knowledge of monitoring & evaluation tools.
* Experience of dealing with child protection procedures/protocols.
* Strong communication skills for presentations, report writing and funding applications.
* Experience of project development and attracting funding.
* Knowledgeable of risk assessment processes.
* Driving licence and access to transport.
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| **Desirable skills, knowledge and experience** | * Experience of developing and delivering training.
* Knowledge of youth empowerment.
* Sound IT skills including social media.
* Good observational and analytical skills.
* Excellent organisational skills
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| Personal Qualities | * A genuine interest in youth work.
* Ability to communicate at all levels effectively.
* Ability to motivate and enthuse others.
* Personal commitment to making activities equally accessible and appropriate to the diverse needs of young people.
* Approachable and non-judgemental.
* Ability to work under pressure.
* Ability to work autonomously and as part of a team.
* Ability to work flexibly and proactively.
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| Training and Development  | * Willingness to undertake training as required.
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