**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. |
| **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. |
| **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. |
| **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 |
| 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. |
| Training and Development | * Willingness to undertake training as required. |