



Bells Hill and Mossend YMCA
 Job Description for post of:
Youth Work Project Co-Ordinator

Post	
JOB TITLE:	Youth Work Project Co-Ordinator
LOCATION:	Main St, Bells Hill
REPORTS TO:	Project Operations Manager
HOURS	Full Time (35 hours)
SALARY SCALE:	Band 4 - £21,770 - £25,265 Band 5 - £25,644 - £27,626

Job Summary

You will be a dynamic and effective and highly organised individual and will have a commitment to delivering a high-quality service in line with our mission and values. You will play a central role in the development of our projects working closely with the Bells Hill and Mossend community and bordering communities. You will manage youth work projects by coordinating staff and volunteers to deliver high quality support to vulnerable children, young people and families.

- Values & Behaviours**
- Provide a **Safe** space for you, your team and others to flourish and grow
 - Always be **Honest** about your abilities and be able to ask for help when required
 - Be **Accountable** for your actions and those of the team that you lead
 - Have a **Non-judgemental** attitude towards your peers, team, stakeholders, and clients
 - Be **Adaptable** in your outlook and have a positive attitude to change.
 - Have **Respect** for the insights, skills and opinions of your peers, team, stakeholders and clients
 - Be **Resourceful** and able to produce positive outcomes under challenging circumstances
 - **Inspire** your team to do great work and lead by example

- Person Specification**
- Experience**
- Experience of co-ordinating youth engagement projects
 - Experience of designing and delivering support and development opportunities for children and young people
 - Experience of recording and monitoring progress and keeping accurate records
 - Experience of working with vulnerable children, young people and their families
 - Experience in dealing with behaviours which challenge
 - Experience of working with volunteers
 - Experience of delivering job specific training to staff
 - Experience of attending and contributing to multi agency, child protection and case review meetings
 - Knowledge and experience of child wellbeing and protection and all associated procedures
 - Knowledge and experience of the way statutory and voluntary agencies are organised
- Skills & Abilities**
- Excellent communication skills – verbal and written with the ability to adapt communication to different audiences
 - Understanding the importance of monitoring and recording
 - IT literacy, in particular using Microsoft applications (Outlook, Word, Excel and Powerpoint) and CRM databases
 - Effective interpersonal skills, with the ability to develop strong relationships with peers, staff and stakeholders
 - Ability to grasp new concepts quickly and have the confidence to implement them
 - Good organisational and workload management skills with the ability to prioritise and manage a busy

workload

- Ability to work on own initiative and undertake own administrative support
- A highly professional attitude and presentation to everyone you work with
- Ability to work with a team in a manner consistent with the values and mission of the organisation

Qualifications

- Educated to degree level or equivalent relevant qualification and/or experience

Job Outputs

Role Output

Includes the requirement to:

Management & Co-Ordination

- Supervision of a team of employed Youth Workers and volunteers
- Effective co-ordination of all aspects of project support to children, young people and families
- Ensure all agreed Project outcomes are being met
- Work with Project Operations Manager to identify gaps in service delivery
- Ensure team members and volunteers receive appropriate support and job chats take place when required
- Share knowledge and experience through coaching and mentoring techniques
- To maintain and manage personal workloads

Children, Young People & Families

- Design and support delivery of development opportunities for children, young people and families
- Ability to develop, engage and work in a local community setting
- Assist the Project Operations Manager with requests for assistance
- Match young people with an appropriate Youth Worker by attending home visit and referral meetings where appropriate
- Work closely with senior management to review and evaluate programme provision, ensuring continuous improvements are made
- Ensure the highest standards of safeguarding, including assessing risk and accurate reporting
- Keep up to date with service developments in mentoring, youth work, family work, employability, volunteer management and other relevant fields
- Undertake any other duties that occasionally arise which will always ensure we do what's right, what's needed and what works for our children, young people and their families

Communication

- Assume responsibility for the supervision of Youth Workers assigned to your projects
- A friendly, supportive and sympathetic approach
- Ability to communicate compassionately and effectively with a range of vulnerable people and/or groups
- Excellent one to one and group communication skills
- Develop excellent working relationships with colleagues, volunteers and service users
- Be available when staff and volunteers if any issues occur and support is needed
- Together with staff members and volunteers, identify and address individual and team training needs

Reporting , Administration & Training

- Ensure that all reports required for interactions with young people are completed and recorded in a timely manner
- Deliver training to your staff team as and when required to by the Project Operations Manager
- Attend multi agency, case reviews, child protection meetings and any other meetings as and when required
- Ensure familiarisation and compliance with Health, Environment and Safety policies and procedure and in the event of risk, take immediate action to reduce this risk and inform senior management

	<ul style="list-style-type: none">• Take part in and/or lead team/volunteer meetings• Participate in wider external meetings and contribute to wider organisational development• Record all relevant information using suitable database systems
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