


Job Description	
Job Title	Youth Work Coordinator
Reports to	Operations Manager
Location	Thirsk
Salary Scale	NJC scale 3-5 £19650-£24920 (pro rata depending on qualifications and experience)
Working Hours	24-28 hours per week
Contract	This post has been funded by Broadacres since 2015 and is currently funded until March 2024
Job Purpose	
<p>The Youth Work Coordinator post has several key responsibilities:</p> <ul style="list-style-type: none"> • To plan, co-ordinate and deliver high quality youth work sessions for children and young people in Thirsk, Northallerton and Stokesley • To deliver individual one to one support sessions for children and young people of both primary and secondary school age, through referrals made by Broadacres. • Support existing volunteer youth support workers. • To lead on Community Works' activity programmes for children and young people • To secure additional resources to complement the projects 	
Key responsibilities	
Coordinating high quality youth work	
1.	Encourage a fun, positive, participative, youth-centred atmosphere in the weekly youth clubs
2.	Plan and deliver a programme of activities for all the youth sessions. These sessions will be engaging, creative, have wider community benefit where possible and include educational/ life skill elements.
3.	Ensure that young people play an active role in the youth group and deliver a model of youth participation.
4.	Communicate effectively and develop a rapport with young people
5.	Assist in the development of relationships with the wider community and external agencies.
6.	Assist young people to express and realise their goals.
7.	Positively challenge negative behaviour in young people.
8.	Provide information and support to young people.
9.	Enable young people to work effectively in groups.
10.	Support young people in evaluating youth work activities and the impact of youth work on their development.
Delivering high quality one to one support	
11.	Support children, young people and their families (predominantly Broadacres Tenants) who are facing barriers to progression using Community Works' referral system
12.	Collect and manage information to meet the needs of children, young people and families
13.	Develop positive relationships with children and young people, which promote their personal and social development and widen their experiences and horizons.
14.	Use approaches that match the development needs of children and young people

15.	Act as a positive role model for children and young people
16.	Have a sound understanding about risk taking behaviour and how this impacts on young people.
17.	Understand and use the referral routes including that for North Yorkshire County Council's Children and Young People's Service (CYPS) that are available to access alternative support for young people.
Partnership working	
18.	Develop and maintain effective working relationships with colleagues from Broadacres, CYPS and other partner organisations to ensure that young people understand the options that are available to them
19.	Work with staff from partner organisation to promote and support the delivery of youth clubs
Volunteer Engagement	
20.	Plan and deliver the recruitment, induction and support of volunteers to support the delivery of youth clubs
Recording, Monitoring and Evaluation	
21.	Maintain comprehensive records of all interactions, including person centred action plans, assessments and session plans.
22.	Use Community Works' Customer Relationships Management System (CRM) system to record interactions and share information with team members
23.	Provide high quality monthly reports for funders and Trustees
General	
24.	To perform and ensure the discharge of administrative duties relevant to the post
25.	To understand all processes and procedures in relation to Community Works
26.	To be aware of and implement health and safety responsibilities as an employee
27.	To maintain a good level of understanding and information on related Community Works' programmes and projects and to work closely with the other senior managers to make useful links across work streams.
28.	To promote equal opportunities (in terms of race, religion, gender, sexual orientation, disability and other forms of discrimination) through all aspects of work.
29.	To uphold the values and good name of Community Works at all times, represent the organisation in a way that is consistent with their culture and within the Code of Conduct.
30.	To work flexibly within a team setting, liaise with other workers as necessary to provide cover for staff absence and holidays.
31.	To undertake other duties which may, from time to time, be necessary to further the work of Community Works.

Person Specification

Qualifications

Desirable

Professional Youth Work qualification or willingness to work towards one
GCSE Maths and English at grades A-C or equivalent

Knowledge, skills and experience

Essential	Assessment
2 years' experience of working with young people	Interview and application
Understanding of the national and local policies related to working with young people	Interview and application
An understanding of issues affecting young people	Interview and application
An understanding about the developmental needs of young people	Interview and application
Knowledge about policies and procedures including those related to safeguarding, and equality and diversity	Interview and application
Ability to relate to children, young people and their families	Interview and application
Ability to motivate others to broaden their horizons	Interview and application
Willingness to be adaptable and flexible in working practices	Interview and application
Able to manage own work load by working effectively on own and as part of a team	Interview and application
Ability to ensure all projects are inclusive and promote participation	Interview and application
Experience of using assessment tools	Interview and application
Ability to produce and maintain records within strict timescales	Interview and application
Excellent organisational skills	Interview and application
Excellent communication skills: written, oral, and through ICT	Interview and application
Competent in the application and use of management information systems and information technology including use of email, internet, and computer software packages	Interview and application
Knowledge and experience of health and safety requirements	Interview and Application
Proactive approach with the ability to work flexibly and learn new skills quickly	Interview and application
Ability and willingness to travel as required	Interview and Application
OTHER	
<p>Driving Licence- Essential and use of a car</p> <p>Flexible Working - The willingness and ability to work flexibly, including evening and weekend meetings is essential</p> <p>DBS</p>	