

Job Description

Youth Coordinator

Permanent

Location:	All London Boroughs City YMCA, London operates in.
Reporting to:	Housing and Youth Manager
Hours:	21 hours per week 11am to 7pm or 1pm to 9pm as required.
Annual Leave:	28 days (inclusive of public holidays), pro-rated to 17 days per annum
Salary:	Grade D1. £24,163 per annum pro-rata for 21 hours per week, £14,498 per annum
Other Benefits:	Contributory pension scheme, generous holiday entitlement which grows with your length of service, long service award, and free confidential telephone counselling service
Job Purpose:	Developing and managing a range of projects for local young people using both our youth and accommodation project services. The role requires the line-management of part-time staff, volunteers and peer workers by providing support and training in identified areas of development. As well as developing strong links between the youth provision and the local community.

ORGANISATIONAL CONTEXT

City YMCA London is a multi-site operation, operating a hostel and a range of projects for young people each year across four London boroughs.

The housing project provides short term temporary accommodation for 87 single homeless vulnerable young people aged 16 to 25 from a variety of backgrounds including: offending, mental health, domestic violence and alcohol & drug abuse; along with a range of workshops and programmes. The hostel reception is open 24/7 – 365 days a year.

The youth provision provides a range of projects for young people living within the community and varies from outreach to open centre and the delivery of programmes/workshops.

City YMCA London will be reopening another hostel 2019 which is currently being redeveloped.

DUTIES AND RESPONSIBILITIES

1. ACCOUNTABILITIES:

- 1.1 Acquire local knowledge sufficient to understand the needs of young people in the community.
- 1.2 Regularly make contact with young people as appropriate, particularly through meetings, planning sessions, training and group work support.
- 1.3 Deliver and develop specific relevant programmed activities developing relationships with young people, ensuring opportunities for their involvement in decision making and providing challenging developmental activities.
- 1.4 Initiate, develop, manage, monitor and evaluate one or more specific projects within the Youth Projects department.
- 1.5 Liaise with local agencies in order to evaluate effectiveness and identify need.
- 1.6 Provide advice, support and information to local young people and refer to other agencies as appropriate.
- 1.7 Develop referral pathways with key external agencies in response to need.
- 1.8 Create and develop tailored interventions having identified core themes and needs of young people using City YMCA services.
- 1.9 Monitor and evaluate the work providing reports, session recordings and statistical information as required, including completion of funders' quarterly returns and provide other information as requested.
- 1.10 Develop and manage a peer mentoring system for young people seeking volunteer opportunities with City YMCA.
- 1.11 Contribute to the development, management and monitoring of the project's budget in line with the annual work-plan.
- 1.12 Work to identify, and bid for, new streams of funding and development opportunities that will extend the work of the Youth Coordinator's role to increase sustainability.
- 1.13 Contribute constructively to the Youth Projects Team, attending regular meetings and other relevant City YMCA forums.
- 1.14 Initiate and lead team meetings for the project(s), communicating key decisions and highlighting potential resource implications in time to respond effectively.
- 1.15 Contribute constructively as a member of the City YMCA London staff team and support the wider YMCA movement.
- 1.16 Engage with training opportunities as agreed.

- 1.17 Carry out other agreed duties at the discretion of the line manager.
- 1.18 Maintain a thorough knowledge of City YMCA London's Code of Conduct, Finance Policies and Procedures and Human Resources Policies and Procedures and act within them at all times.
- 1.19 Ensure that young people are given appropriate opportunities to participate in the work of City YMCA. You may be required to participate in young people's steering groups and forums throughout the year, which may involve working in the evenings or maybe even during the weekend if part of a steering group.

2. DIMENSIONS

- 2.1 In addition to project development and monitoring, regular face to face youth work will take place on afternoons, evenings and weekends.
- 2.2 Formal supervision with line management is provided at least once a month.
- 2.3 You will be required to report project progress to the Youth Projects Team on a monthly basis
- 2.4 Ensure you have a thorough knowledge of City YMCA's policies and procedures to carry out duties in a professional way

SCOPE AND LIMITS OF AUTHORITY

The Youth Coordinator is responsible for ensuring quality delivery of project. This most significantly includes representing City YMCA at meetings, ensuring delivery of work-plan targets, line-managing up to two staff, completing funding returns, and contributing to management of project's budget.

Specifically the Youth Coordinator is responsible for:

Finance:

- Effectively manage a petty cash system in line with City YMCA guidelines
- Devise a comprehensive system to record peer mentors and volunteer expenses in line with financial regulations
- With the support of the line manager, identify and bid for small grants [£5k - £50k] to expand the work of the project

Material Assets:

- Ensure that all equipment used by the project[s] is recorded on the asset register and returned to storage after use
- Ensure that all equipment and resources are fit for purpose and appropriate for the activity or training identified

Information:

- Responsible for the quality and accuracy of project[s] content on Lamplight (City YMCA Youth Projects Management Information System)
- Delegated responsibility for the security of all personal information of young people stored electronically and physically on site in line with City YMCA policies and procedures
- Responsible for completion of quarter reports. Also have delegated responsibility for publications, website content, and marketing materials.

- The Youth Coordinator will be responsible to and line-managed by the identified Line Manager.

Person Specification

Experience	
Professionally qualified Youth Worker	Essential
Understanding of factors that affect young people within the current social and economic climate and knowledge of effective theories of change	Essential
Work Experience in a face to face environment working with young people experiencing difficulties and hardship	Essential
Experience in leading on a piece of work in the youth sector.	Essential
Experience in the supervision of staff or volunteers.	Essential
Experience of developing a project from scratch.	Essential
Experience of delivering training.	Desirable
Experience of peer education	Desirable
Skills and Abilities	
Ability to form non-judgmental and constructive relationships with young people.	Essential
Good active listening skills.	Essential
Ability to deliver effective personal and social development, working through group processes.	Essential
Commitment to empowering young people and to encouraging them to engage with decision-making processes.	Essential
Has sympathy with the Christian aims and purposes of the Association and is able to value all Christian traditions and those people of other faiths or none.	Essential
Understanding of equal opportunities and ability to deliver work infused with anti-discriminatory practice.	Essential
Ability to work constructively as a lead member of a team.	Essential
Ability to liaise effectively with other agencies, local people and parents and manage external stakeholders.	Essential
Ability to write reports clearly and concisely, and communicate well orally.	Essential
Reliability, conscientiousness and commitment to working with young people.	Essential
Understands the need for monitoring and evaluation, including for funding purposes.	Essential
Ability to work systematically in the delivery of work to a clear plan.	Essential
Ability to be critically self aware and learn from experience.	Essential
Able to identify, and bid for, new streams of funding and development opportunities	Desirable