

ROLE PROFILE

Job title	Inclusion and Wellbeing Co-ordinator	Salary:	£26,007.50
Reporting to:	Youth Work Manager and Session Managers	Holidays:	33 days including bank holidays
Location:	Legacy Youth Zone 125 Whitehorse Road Croydon CR0 2LG	Hours:	40 hours per week incl. evenings & weekends
Key Relationships:	Youth Zone staff, young people, parents, key partners and other creative art organisations in the community		

Job Purpose:

To ensure that Youth Zone provision for young people is inclusive; supports community cohesion and provides an environment where members from diverse demographics, ethnic communities, and those with disabilities feel safe, involved and welcome. To broaden and increase overall participation rates to ensure participation is representative of the demographics of Croydon and the surrounding areas. To carry out targeted and funded youth work programmes and partnership work across the region to promote Legacy and gain an understanding of and work to overcome any barriers to participation.

The role is 50% face to face youth work and 50% back-office admin and will include planning and delivery of sessions, themes and activities, with support of the wider team. This is a fun, exciting and challenging role in a growing and ambitious charity where there will be up to 150 young people attending a session – with no two days being the same!

Context of the post:

Youth Zones are amazing places: accessible, vibrant, welcoming, fun, caring and safe are just some of the words used by young people. Legacy's state-of-the-art £6.5 million building opened on Whitehorse Road, Croydon in Summer 2019 and is no different. Centrally located, it is dedicated to young people and to making a bold statement about the importance of giving young people high quality places to go in their leisure time. Legacy has big ambitions to be a flagship for quality youth provision and joins the growing OnSide network becoming the 13th youth zone in the network and the 3rd in London. Open 7 days a week, at weekends and during school holidays, the Youth Zone's purpose is to help young people grow to be happy, healthy and successful adults. Youth Zones provide young people with access to a range of activities, all offering the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers. The facilities will include a 3G pitch, a gym, sports hall and recreation area, and dance, arts, music and media suites seven days a week, and facilities equipped for a wide range of sporting, artistic, cultural and general recreational activities and targeted services. To access a Youth Zone young people aged 8 – 19 (or 25 with additional needs), simply pay 50p per visit and £5 per year membership.

Duties and Responsibilities

General

- Be a role model for young people and present a positive “can do” attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement and health and wellbeing
- Work within the performance framework of Legacy Youth Zone and OnSide
- Represent Legacy Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
- Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct health and safety and equality and diversity to ensure all activities are accessible
- Represent Legacy Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
- To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided)
- To assist with any promotional activities and visits that take place at the Youth Zone as well as in local community events/locations
- To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership
- Carry out any other reasonable duties as requested by management

Programme and Delivery

- To plan, coordinate and deliver a comprehensive Inclusion Programme for young people aged 8 to 19 (25 with disabilities) at Legacy Youth Zone which will enable them to build their skills, confidence, social skills and overall wellbeing
- To ensure that the Inclusion and Wellbeing contributes to the wider youth work agenda, supporting the development of young people
- To identify the diverse needs of young people and plan for these across the youth zone
- To motivate, encourage and support young people to participate fully in all sessions
- To identify during sessions any relevant issues or areas of development for young people and ensure that these are targeted and directed to the right programmes and internal/external services
- To ensure the Youth Zone is safe and complies with Legacy Youth Zone policies
- To work with youth workers, volunteers, parents of young people and community representatives to prepare and deliver youth development activities and undertake outreach work to promote the Youth Zone’s provision across all communities.
- To influence the general programme of events at the Youth Zone so that it is attractive to young people from diverse backgrounds, especially at weekends and during holidays.

Leadership, management, and organisation

- Be able to manage your time effectively and prioritise – 50% of the role is spent on session with young people (evenings and weekend) and the remaining 50% is spent completing

admin responsibilities (working days usually begin around 1pm and admin day is usually office working hours)

- To maintain a comprehensive and detailed up-to-date inventory of all equipment owned and/or used by the department
- To monitor, record and evaluate the Inclusion and Wellbeing Programme and provide reports and information as required in order to ensure a consistently high quality youth work provision and demonstrate the impact of the Youth Zone
- To manage and monitor the budget allocated to the arts programme effectively and efficiently
- Support with the recruitment of youth workers, coaches and volunteers to ensure the offer is fully staffed and delivery is of a high quality
- Act as a Deputy Designated Safeguarding Lead on sessions and work with the Safeguarding Leads and Manager
- To cover sessions as Duty Manager as and when needed (training provided) to cover absences and annual leave
- To lead the Sunday Inclusion session
- Carry out any other reasonable duties as requested by management

Staff line management

- To ensure all Inclusion staff and volunteers are equipped with a range of resources and activities to engage, develop and inform young people
- To manage, induct, train, support and develop a team of part time Inclusion youth workers and volunteers, working with the Training and Volunteer Manager and Youth Work Manager supporting CPD and opportunities for accredited and recorded learning
- To manage the allocated budget for outreach work and other resources effectively and efficiently.

Community, partnerships and events

- To organise special events, challenges and projects on a regular basis in line with themes, cultural events and current trends/campaigns
- To support the Youth Zone promotional plan and work in the community to attract young people
- To network with local appropriate providers and other partner organisations to develop joint working programmes
- To understand the issues underlying community tensions and from this tackle the issues of mistrust and develop respect in order to build stronger relations within and between communities.
- To contribute to the building of effective partnerships with statutory and voluntary services and other relevant agencies.
- To organise, participate in and evaluate outreach events that bring together the different communities, including support for marketing activities
- To provide access to volunteering opportunities for people from diverse groups

PERSON SPECIFICATION

Selection Criteria*	Essential / Desirable	Method of Assessment
A = Application Form I = Interview		
Experience		
Youth work experience (centre based and outreach) including developing and delivering high quality sessions	Essential	A & I
Extensive experience of working with young people	Essential	A & I
Experience of supporting and working with young people with additional needs	Essential	A & I
Significant experience of successful inclusion work	Essential	A & I
Developing and managing events and workshops	Desirable	A & I
Substantial experience of successful partnership working	Desirable	A & I
Working with and managing staff and volunteers	Desirable	A & I
Educational / Vocational Qualifications		
A relevant qualification in youth work or similar (Level 4)	Desirable	A
GCSE or equivalent literacy and numeracy	Desirable	A
Skills		
Excellent communication skills, both verbal and written	Essential	A & I
Able to deal with the specific demands of approaching young people in their own space and negotiating acceptance by them	Essential	A & I
Ability to establish effecting working relationships with a wide range of agencies and individuals	Essential	A
Ability to understanding issues leading to exclusion from participation and success	Essential	A & I
Proven negotiation and influencing skills	Essential	A & I
Ability to work within a team and on own initiative, organise workload and meet deadlines	Essential	A & I
Project coordination and project management skills including budgeting and resource management	Desirable	A & I
Knowledge		
Knowledge of the issues affecting young people and an ability to work with challenging behaviour and complex needs	Essential	A & I
Sound knowledge of equality and diversity principles	Essential	A & I
Knowledge of a variety of additional needs and challenges that local young people are faced with or diagnosed with	Essential	A & I
Special Requirements		
Willingness to work unsociable hours when required	Essential	A & I
The ability and willingness to travel to meetings and events both in the region and beyond	Essential	A & I
DBS clearance and committed to Safeguarding children	Essential	A & I

Legacy Youth Zone are committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post is subject to an enhanced DBS check.

The strength of the OnSide Network of Youth Zones is the diversity of its people; we place huge value on different people doing things in different ways. The one thing we all have in common is our desire to raise the aspirations of young people across the country.

ON-SIDE YOUTH ZONES NETWORK VALUES



YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

EXCELLENCE

We encourage ourselves and each other to be best we can be through continuous learning and improvement, and a focus on finding solutions.



RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



AMBITIOUS

We are passionate and driven in taking on new challenges, embracing new ideas, and exceeding our ambitions for young people, the Youth Zones and our local communities.

COLLABORATIVE

We will create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.

