

JOB PROFILE

Job Title	Youth Development Coordinator
Salary	Full-time 35 hours week - £32,032 -£34,494 pa Plus Contributory Pension Scheme
Reports to	Director of CYCD

Job Purpose

To provide strategic and operational leadership for young people service delivery, taking the lead on coordinating youth work activities and working in partnership with other agencies to support young people and facilitate their development through informal education, training and other educational programme.

Main Duties and Responsibilities

1. Lead, manage, support, develop and motivate a team of multi-disciplinary workers, including youth workers and volunteers to ensure the effective delivery of services to young people as well as deputising for the director where required. Oversee the management of other young people's projects in the centre including, Rising Star, CSSP, Access Disability Project, BASESS Supplementary School and other initiatives as determined by the management.
2. Lead on the co-ordination of the planning, development and delivery of programme of activities to young people ensuring exciting and innovative programmes of informal education are offered that meet the objectives of the CYCD and youth work curriculum, support young people's personal and social development and embed accreditation, active citizenship, youth social enterprise and participation opportunities. Ensuring that young people who are disaffected and disadvantaged are engaged and their needs are identified, the programs reflect targeting of those needs.
3. Deliver a minimum number of face to face youth work sessions as determined appropriate by the management.
4. Support on developing CYCD to be a registered training provider through development of a range of training and educational initiatives to be delivered at the centre and or other facilities such as school, community centres etc.
5. Develop a community profile for the area and, in consultation with young people and other providers, identify the needs of the young people in the area, plan and deliver a curriculum based programme in order to address those needs targeting work when appropriate to particular groups.
6. Develop and maintain strong partnerships and liaise with other agencies including school locally and borough wide to facilitate young people's access to other services, enhance the work of the service and identify opportunities to share resources, reduce duplication and raise the standard and quality of service delivery.
7. Take the lead on establishing good relationships with young people, in order to raise the profile of the CYCD and service, increase the numbers accessing the service, identify their needs and ensure their engagement in the planning, delivery and evaluation of the youth work programme.

8. Utilise effective planning, monitoring and evaluation techniques to map and assess the quality of the work being delivered, reviewing regularly against quality assurance and local and national inspection frameworks, taking action when required to address work that falls below a satisfactory standard.
9. Undertake all relevant managerial and administrative duties, including budget, commissioning and asset management, completion of reports, supply of statistical/management information, ensuring the curriculum and quality assurance policies are embedded and that legal duties such as Safeguarding and Health and Safety etc are complied with.
10. Participate in the strategic development of the CYCD and services, leading on a curriculum / policy area, and contributing towards the development policies, plans and procedures for the service and its partners to ensure these reflect the needs of young people.

Note: All CYCD employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties.

Position in Organisation

Post holder is responsible for overseeing the delivery of youth and community support work, develop the CYCD to be a registered training provider and have direct full managerial responsibility for designated members of staff and overall management responsibility for all workers within their remit, this will at times include volunteers.

Work Environment

This mainly a strategic role with an element of operational work with approx. 40% of the time spent working directly with young people delivering good quality youth work. Post holders are required to offer consistent service while coping with fluctuating demands and pressures.

There is a requirement to work flexibly in response to the different demands of the CYCD, which may require working different hours(including evening and weekend) and location on occasions. There will be some exposure to noise and occasionally some physical demands.

Work Dimensions

This role carries strategic responsibilities for service delivery and development the post holder will need to work with a range of stakeholders to develop and deliver a holistic and integrated youth support service. The post holder will be working in a multi-agency context receiving and sharing information to safeguard young people.

The post holder is expected to take a lead on raising the profile of the service, publicising youth programmes, developing area/borough wide provider forums youth forums and events. Establishing and maintaining good working relationships and strong partnerships with a wide range of other local agencies will involve engaging with, negotiating and influencing young people and other partners, including schools and the voluntary and community sector agencies, to support youth work practice in the area.

Post holders will need to apply their knowledge and skills in a wide range of contexts. Work activities are complex and involve a high degree of responsibility and autonomy with policies and procedures providing broad guidelines for decision-making. Providing strategic leadership and operational guidance to youth work will require creative thinking.

Working within defined areas of responsibility there will be significant discretion to make decisions that impact on the strategic development of the service delivery on an area/borough wide level. There is also an ongoing responsibility for service delivery, design and development and for developing partnerships with key stakeholders to support improvements and initiatives. There is an expectation that staff will participate in team meetings, events and undertake training required and relevant for the post.

Knowledge, Qualifications, Skills and Experience

Knowledge:

- Appropriate understanding of approaches to young people's development, the purpose and methods of youth work delivery and the practice and philosophy of social education.
- A strong understanding of the personal, social and political development needs of young people living in a multi-cultural inner-city environment.
- A good understanding of national and local policies that influences the youth work practices, Youth Matter's, ECM etc.
- A good understanding of effective partnerships and integrated working within a multi-agency framework.
- An understanding of current trends and policies influencing youth and connexions work, training and education.
- Working knowledge of the needs and issues facing Bangladeshi, Pakistani and other BME young people.

Qualifications:

- Level 2 certificate in youth work coupled with higher or degree level qualification in social science discipline or equivalent professional qualification is essential.
- A Diploma level Management Qualification is desirable.
- Satisfactory Enhanced DBS check.

Skills and Behaviours:

- Skills and ability to lead manage and motivate a multi-disciplinary team of staff and volunteers in a range of work environments and contexts.
- Strong administration, budget management and resource monitoring skills and ability to produce regular plans, statistical information, reports, and management information.
- Excellent communication, negotiation and influencing skills, with the ability to engage with a range of audiences and promote the service.
- Demonstrable ability to establish successful partnerships with a range of stakeholders, developing and delivering joint work to a high-quality standard.
- The skills to establish positive and effective working relationships with young people, developing and maintaining appropriate boundaries in the work place, and engage them in the development of youth activities.
- Strategic thinker with ability to contribute to longer term service development and lead on change projects when required.
- Ability to analyse information from a range of sources to identify the needs of young people and target resources appropriately.
- Strong skills in developing, planning, monitoring and evaluating a programme of work appropriate to the different needs and abilities and interest of young people in a variety of settings, using different techniques.
- Ability to plan, monitor and evaluate work against national inspection frameworks and national / local performance indicators, and take direct action to address and improve work that does not meet quality standards.
- Ability to take responsibility for planning own work, consistently achieving and delivering to time, and quality despite tight timescales and conflicting priorities.
- Confident and competent in taking individual responsibility for coordinating the delivery of programmes, developing networks and chairing meetings.
- IT literate and experienced in use of computer software and social media
- Commitment to ensuring that the CYCD procedures and policies, including legal and good practice duties, valuing diversity etc are followed and implemented at all times.

Behaviours – our ways of working

- **Collaboration:** working with others, both internally and through partners, harnessing different skills, experience and perspectives to achieved shared commitment to service delivery.
- **Communication:** Clear about priorities, communicates directly and honestly and promotes understanding, invites participation and seeks feedback.

- **Innovation:** Positively seeks to do things better. Participates in opportunities, challenges and changes. Encourages creativity, stretches and develops others.
- **Ensuring fairness:** Understands and works to the values set out in the Corporate Plan, values people as individuals, show respect and positive regard for others

Experience:

- Significant experience of direct work with young people particularly of Bangladeshi and BME origin including the delivery of face-to-face youth work.
- Proven experience of managing, planning, developing, coordinating and delivering programmes of work with young people and partners.
- Proven experience of managing multi-disciplinary teams, volunteers and working successfully in a multi-agency and in partnership context.
- Proven experience of successfully managing budgets and assets as well as commissioning projects both internal and external
- Proven experience of working with a substantial degree of autonomy and personal responsibility.
- Experience of planning, monitoring and evaluating work against national inspection frameworks and national / local performance indicators.

This post will be subject to an enhanced DBS Checks.