**ROLE PROFILE**

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| **JOB TITLE:** | Inclusion Coordinator | **SALARY:** | £25,000 - £28,000 |
| **REPORTING TO:** | Head of Youth Work | **HOLIDAYS:** | 33 days including bank holidays |
| **LOCATION:** | Future Youth Zone, 201-225 Porters Avenue, Dagenham, RM 5YX | **HOURS:** | Full time - 40 hours per week, including flexibility to work evenings and weekends as required. Must be available to work Sunday 9.45am – 2.15pm. |
| **THE PERSON:** | We are looking to recruit a passionate and committed inclusion champion for all young people who attend Future Youth Zone. You will have experience of working with young people with additional needs and removing barriers to participation in a range of activities and settings. You are innovative in your thinking and develop strong relationships with young people, colleagues and parents/carers to ensure we meet the needs of all young people. | | |
| **KEY RELATIONSHIPS:**  **APPLICATIONS** | Head of Youth Work, Young People, Parents and Carers Future Youth Zone Team, Senior Club Manager, Junior and Holiday Club Manager, external stakeholders and wider community.  **Application Deadline:**  9am on Monday 9th August 2021  **First Interviews (virtual):** Thursday 12th August 2021  **Second Interviews (face to face):** Monday 16th August 2021  To apply please send a fully up to date CV of no more than two pages and a Cover Letter to [recruitment@futureyouthzone.org](mailto:recruitment@futureyouthzone.org)  In your cover letter, please provide the following information:   * Confirmation you are eligible to work in the UK; * Details of your current or most recent remuneration package and your notice period; * Any reasonable adjustments we can make to assist you in your application or the selection process; * Reasons why you are suited to the role. | | |



**JOB PURPOSE:**

Our Inclusion Coordinator will ensure that Future Youth Zone’s 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. You will be responsible for leading a team of staff to deliver an inspiring and engaging Inclusion session every Sunday morning for young people with additional needs. In addition you will be responsible for ensuring young people who attend the Youth Zone are representative of the wider community.

**CONTEXT OF THE POST:**

Barking and Dagenham Youth Zone, named ‘Future’ by local young people, is the first Youth Zone in London opened by the national charity, [OnSide](https://www.youtube.com/watch?v=3t7SSx-h1Vk) in May 2019. This is an exciting and unique opportunity to join a small but growing, impactful fundraising team and play a critical part in shaping opportunities for East London’s young people and supporting a grass roots, committed, universal youth service.

Future, like all OnSide Youth Zones, exists to give young people, particularly those who are disadvantaged, somewhere to go, something to do and someone to talk to. The Youth Zone is 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.

Future’s state-of-the-art £6.15 million building on Parsloes Park, provides young people with access to a range of activities, offering them the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers. The facilities include a 3G pitch, a gym, sports hall, recreation area and dance, arts, music and media suites, with state-of-the-art facilities equipped for a wide range of sporting, artistic, cultural and general recreational activities and targeted services. The Youth Zone supports young people like [Monique, Owen and Bola](https://www.youtube.com/watch?v=hfQsJCqgsFI) to grow and develop.

**DUTIES AND RESPONSIBILITIES – DETAILED**

* Identify the diverse needs of young people at Future Youth Zone and plan, coordinate and deliver youth work targeting these needs.
* Be an advocate for all young people and ensure that barriers to participation are removed.
* Work with youth workers, volunteers, parents of young people and community representatives to prepare and deliver engaging and inspiring inclusion sessions for young people.
* Support young people’s involvement, helping them to have a voice and become young leaders for their community, supporting and encouraging them to play a more active role in society.
* Influence the general programme of events at the Youth Zone so that it is attractive to young people from diverse backgrounds.
* Build effective partnerships with statutory and voluntary services and other relevant agencies.
* Manage the allocated budget for inclusion work and other resources effectively and efficiently
* To support leadership of and positively challenge a high quality, motivated team of staff and volunteers.
* Ensure that planning across all areas of the Youth Zone is inclusive.
* Build relationships with the wider family and other stakeholders to ensure that we constantly strive to meet the needs of the young person.
* As a senior Youth Worker in the organisation be able to lead on Senior, Junior and Holiday Club sessions.
* To ensure that young people and their ideas contribute fully to the planning and delivery of all activities in the Youth Zone;
* To ensure that overall and programme participation targets are consistently met, for example attendance targets and outcomes targets for funded projects;
* To develop relationships and partnerships within the borough, exploring areas for joint working where appropriate;
* To manage and develop teams of staff, including part time youth workers and volunteers, supporting and coaching them to achieve their full potential;
* To carry out any other reasonable duties as requested by management.
* Plan and lead a high quality inclusion session every Sunday morning for young people aged 8 – 25 with additional needs.
* Support the Volunteer Recruitment and Staff Training Manager to plan inclusion related staff development and training opportunities for the wider team.
* Be a champion for inclusion in the organisation.

**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.
* Work within the performance framework of Future Youth Zone and OnSide.
* Represent Future 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.
* To adhere to Future Youth Zone policies at all times, with particular reference to Health and Safety, Safeguarding and Equal Opportunities

**PERSON SPECIFICATION**

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| **Person Specification Selection Criteria\*** | **Essential** | **Desirable** |
| **Experience** | | |
| Experience of youth work, including in open access environments. | ✓ |  |
| Experience of leading and managing inclusion activities with young people with wide ranging needs. | ✓ |  |
| Experience of managing staff and volunteers, and prioritising work | ✓ |  |
| A track record of successful project management |  | ✓ |
| Experience of working with a range of IT systems | ✓ |  |
| Experience of managing budgets |  | ✓ |
| A track record of working in partnership with other organisations |  | ✓ |
| **Educational / Vocational Qualifications** | | |
| Educated to degree level in a relevant subject or equivalent experience |  | ✓ |
| GCSE or equivalent literacy and numeracy | ✓ |  |
| Proven record of ongoing commitment to continuous professional development in areas of inclusion and disability. | ✓ |  |
| A professional Youth Work qualification |  | ✓ |
| **Knowledge** |  |  |
| Knowledge of current policies and practices in youth work, inclusion and disability. | ✓ |  |
| Knowledge and awareness of issues affecting young people, including safeguarding and. | ✓ |  |
| **Skills** | | |
| Excellent communication skills, both verbal and written, relationship building, negotiation and interpersonal skills | ✓ |  |
| Ability to relate to young people from all backgrounds | ✓ |  |
| Effective people management. | ✓ |  |
| Ability to both lead a team and work as a team member | ✓ |  |
| Self-motivated and able to work to multiple deadlines, remaining calm under pressure | ✓ |  |
| Strong organisational skills, with structured approach, ability to be flexible and responsive with a focus on results | ✓ |  |
| Ability to be non-judgemental and open-minded | ✓ |  |
| Ability to care about and be sensitive to individuals and the community. | ✓ |  |
| Is able to be flexible to meet the needs of young people | ✓ |  |
| **Personal Attributes** | | |
| Demonstrate a commitment to the goals and values behind The Youth Zone/OnSide. | ✓ |  |
| Enthusiasm and ability to contribute to the successful development of The Youth Zone. | ✓ |  |
| A willingness to work four evening or weekend sessions every week including Sunday morning. | ✓ |  |
| DBS clearance and committed to Safeguarding children | ✓ |  |

\*Selection criteria for guidance only, alternative methods may be used to assist the selection process

Future Youth Zone is committed to the safeguarding of young people. In accordance with our Child Protection and Safeguarding procedures, this position requires a enhanced DBS check*.*

The strength of OnSide Youth Zones comes from the diversity of the people within our vibrant network. We are proud that our Youth Zone teams reflect the communities they serve, and we value people working together from a range of different backgrounds locally and nationally, and with different experiences, all with a shared passion for boosting the aspirations of young people across the country. Diversity brings innovation, fresh ideas and creativity, and we actively strive to create a culture that is truly inclusive and fair for all and where everyone in the team can be themselves and thrive.

For information regarding how Future Youth Zone and OnSide Youth Zones process your data, please visit: <https://www.futureyouthzone.org/privacy-policy/>

