**ROLE PROFILE**

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| **JOB TITLE:** | Session 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 |
| **THE PERSON:** | We are looking to recruit a skilled Youth Worker to join our committed staff team, with solid, experience in delivering high quality, open access youth work. This is a new role in a growing and ambitious charity where with up to 250 young people attending a session no two days will ever be the same. This is a great opportunity for someone looking to progress their career in Youth Work or transition into the sector. | | |
| **KEY RELATIONSHIPS:** | Young people and parents, Head of Youth Work and Future Youth Zone staff, volunteers, partners and stakeholders | | |



**JOB PURPOSE:**

As an integral member of the delivery team you will have responsibility to support and lead across all open access sessions. You will help to coordinate a high-quality, creative and fun environment, which focuses on the needs of young people and is in line with Future Youth Zone’s aspirations to provide young people with the best possible experiences and opportunities. You will have a passion to put young people first and be responsible for the continuous improvement of the delivery. This is a fun, exciting and challenging role in a growing and ambitious charity where with up to 250 young people attending a session no two days will ever be the same.

**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**

* To contribute towards ensuring there is an exciting range of activities on offer for young people attending the Youth Zone
* To support the development, implementation and review of each universal session by:
  + Supporting the coordination of input and ownership from the wider staff team and young people including the Sport, Arts, Inclusion and Recreation Co-ordinators, resulting in a diverse offer which responds to the needs and interests of young people
  + Support all session leads to ensure the programme is safe, creative, fun, challenging and contributes toward the development and growth of young people, in particular confidence, social skills, resilience, health and aspiration
  + Help to ensure that the programme is varied in nature, making full use of the Youth Zone’s facilities and the diverse skill set of the staff team, ensuring the offer includes the arts, sports, issue-based work, enterprise, support, advice and guidance and much more
  + Assist in regular review and evaluation of the programme including capturing the outcomes and positive impact, recording soft and hard outcomes
  + Presenting case studies and celebrating the achievements of young people
  + Contribute positively to ensure high reach and engagement across each universal session including attendance and representation of the local community.
* To lead and/or support the coordination of the delivery team on sessions providing:
  + Clear hands-on leadership, role modelling and feedback to ensure high standards of delivery are maintained
  + Clear structure, planning and purpose to underpin every session with clear session briefs and debriefs
  + Ensure a high regard for safeguarding and behaviour management during sessions to ensure Future Youth Zone is a welcoming environment for all young people
  + To maintain compliance with safe working practices to ensure the safety of young people
* To assist in the management, induction, training, support and development of a team of full and part time youth workers and volunteers.
* To motivate, encourage and support young people to participate fully in sessions
* To manage any restricted funded projects and ensure they are completed successfully.
* To support the Youth Zone promotional and outreach plan working in the community both with partners and directly with young people
* To work with the Youth Zone staff to identify opportunities and funding for additional opportunities and experiences for young people
* To develop effective joint working with schools and other agencies to ensure a holistic approach in service delivery to young people including representing the Youth Zone at meetings with partner agencies
* As a key holder, to take responsibility for the close down and opening up of the Youth Zone as required
* To support across the whole Youth Zone offer as required which takes place every evening, weekend, daytime provision and during school holidays. This will occasionally include residential work.
* Carry out any other reasonable duties as requested by management.

**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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| **Selection Criteria\***  A = Application Form I = Interview | **Essential / Desirable** | **Method of Assessment** |
| **Experience** | | |
| Experience of working with young people aged 8-19 (up to 25 for those with additional needs) in a range of settings | Essential | A & I |
| Proven experience of engaging vulnerable, disengaged or hard to reach young people | Essential | A & I |
| Experience of youth work | Essential | A & I |
| Some experience of management which could include volunteers | Essential | A & I |
| Experience of dealing with safeguarding issues within a multi-agency setting | Essential | A & I |
| Organising and delivering a programme of youth work activities in an open access setting | Essential | A & I |
| Experience of work with those with disabilities | Desirable | A & I |
| Experience of monitoring and evaluation processes | Desirable | A & I |
| Experience managing externally funded projects | Desirable | A & I |
| Experience providing information, advice, guidance and support to young people | Desirable | A & I |
| **Skills** | | |
| Excellent communication skills to deliver activity programmes to a wide range of young people | Essential | A & I |
| Ability to motivate and engage staff, volunteers and young people through sessional work | Essential | A & I |
| Strong commitment to young people and ability to engage and build positive relationships with disengaged young people | Essential | A & I |
| Ability to establish good professional relationships with young people, adults and partner agencies/organisations | Essential | A & I |
| Ability to manage and organise several tasks at a time | Essential | A & I |
| Ability to take initiative as part of a team, and lead a team | Essential | A & I |
| IT literate | Essential | A & I |
| **Educational / Vocational Qualifications** | | |
| A professional youth work qualification | Desirable | A |
| GCSE or equivalent literacy and numeracy | Essential | A |
| **Knowledge** | | |
| Understanding the challenges faced by young people and issues faced in their lives | Essential | A & I |
| Understanding of youth work theory and practice | Essential | A & I |
| An understanding of safeguarding and currently policies initiatives | Essential | A & I |
| A wide ranging “toolbox” of youth work resources, activities and challenges to impart to the delivery team | Desirable | A & I |
| **Special Requirements** | | |
| A willingness to work unsociable hours | Essential | I |
| A willingness to cover events, holidays and staff absence | Essential | I |
| DBS clearance and committed to Safeguarding children | Essential | A & I |
| The ability and willingness to travel to meetings and events both in the area and beyond | Essential | A & I |

\*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 [www.onsideyouthzones.org/applicant-privacy/](http://www.onsideyouthzones.org/applicant-privacy/)