# JOB DESCRIPTION

## Job Title: Senior Youth Work Coordinator

**Responsible to:** NEC Director

**Pay scale:** Scale SO1 Point 23 NJC Scales (starting salary £32,076.00)

### Summary of terms and conditions

* 35 hours per week
* 30 days annual leave plus 11 public holidays
* Based at Newstart Education Centre with outreach work across various communities and locations.
* Role entails evening and weekend work, where necessary.

**Please note this post is funded via the Peace Plus Programme until 31st December 2027. Continuation of employment beyond this date is subject to funding.**

**Purpose of Job:**

To be responsible for the development and delivery of STRIVE programme at Newstart Education Centre.

**MAIN DUTIES:**

**Programme**

1. To work collaboratively with the Programme Manager at Include Youth, designated staff within NEC, and other staff across the programme to develop annual cluster plans.
2. Oversee the effective engagement of ‘Expert by Experience’ young people in the design and delivery of the programme.
3. Oversee the delivery of NEC targets, actions and activities as outlined in annual cluster plans.
4. Liaise closely with the director of NEC, other designated NEC staff, the Include Youth programme manager and other relevant programme wide staff, to consistently monitor and evaluate progress against targets and develop appropriate contingency plans to address any challenges in good time.
5. Ensure the input of all monitoring and evaluation information onto Upshot and Jems by programme staff located at NEC in a timely and accurate manner.
6. Develop annual work plans reflecting individuals targets for programme staff located at NEC and quarterly appraisal of targets in partnership with them.
7. Provide structured support, supervision and management to programme staff located at NEC.
8. Oversee the development and delivery recruitment plans within NEC which effectively target young people into the programme.
9. Work collaboratively with the staff teams across the programme to ensure a standardisation of approach and quality of practice.
10. To be responsible for the design of programme modules in partnership with youth work teams, EBEs and young people.
11. Provide mentoring and support to a small caseload of young people, acting as their designated worker for their duration on the programme.
12. Deliver sessions and workshops to groups of young people with a particular focus on cross site activities, personal development, participation, good relations, diversity, and soft employability skills.
13. Work collaboratively with other programme staff in the design and delivery of programme wide initiatives such as cross site working, celebration and annual dialogue events, ensuring young people and EBEs are central to the process.
14. Seek out and provide opportunities for community placements, including group or individual volunteering opportunities for young people in partnership with consortium members and local providers.
15. Liaise with key agencies/stakeholders to build a network of support and pathways of progression for young people on the programme.
16. Connect young people with their local communities through effective engagement with a range of stakeholders.
17. Explore innovative ways of working to improve progression and support young people to transition from STRIVE.
18. Oversee follow-up with young people who have left the programme at month 6 and again at month 12, accurately recording and reporting on their progression routes to the NEC director and Include Youth programme manager.
19. Prepare monthly progress reports for NEC director and Include Youth Programme manager in good time, in line with key deadlines.
20. Ensure all under-delivery or programme challenges are communicated effectively to NEC director and Include Youth programme manager in good time. Work collaboratively with them to put in place appropriate contingency plans.
21. Ensure all work is underpinned by youth work values and that the young people are at the core of decisions that affect their lives.
22. Engage with and support the communications plan for the programme.
23. To be responsible for maintaining accurate records in line with organisational policy.
24. To ensure that all necessary information is recorded and stored appropriately with respect to confidentiality.

**General**

1. To work as a member of the Strive team and to engage in activities which promote and develop the programme, and your organisation.
2. To uphold the principles of the Peace Plus Investment Area 3.2 Youth Programme.
3. Adherence to core principles of National Quality Standards Framework for Youth Work (IRL) and/or Youth Work National Occupational Standards (UK).
4. To attend relevant training courses and localised meetings as required.
5. To liaise with other relevant organisations to ensure breadth of opportunity for the young people on the programme.
6. To carry out such duties as may reasonably be required of the post holder.

# PERSON SPECIFICATION

**ESSENTIAL**

**Experience**

* 5 years’ proven experience working successfully with vulnerable, marginalised, and at-risk young people aged 14-24 to engage them in a range of activities and programmes relevant to their needs (and to sustain their engagement).
* Minimum 2 years’ experience of managing/leading a team of youth work staff, providing structured line management and supervision.
* 2 years’ experience in the management, design, and delivery of youth work programmes.
* 2 years’ experience working in partnership with other youth organisations.
* 2 years’ experience of report writing.
* 2 years’ experience of monitoring and evaluation.

**Qualifications**

* A relevant 3rd level qualification such as youth/community work, psychology, social work, restorative practice etc.

**Knowledge, Skills & Abilities**

* Progressive and effective team management and supervision skills.
* Organisational and planning skills.
* Proven ability to effectively engage vulnerable and marginalised young people in a range of activities and programmes relevant to their need.
* Excellent written and oral communications skills
* An excellent understanding of issues affecting disadvantaged and vulnerable young people.
* Proven ability to develop programmes/interventions to assist young people to overcome personal barriers.
* Proven practice across a range of key areas including:
* Assessing young people’s personal development needs
* Goal setting and development of individual support plans in partnership with young people and relevant stakeholders to meet young people’s needs.
* One to one mentoring vulnerable, marginalised, and at-risk young people.
* Development and facilitation of group work across a range of themes including peacebuilding, good relations, diversity, and equality.
* Advocating with and on behalf of young people
* Amplifying the voice of young people
* Developing and delivering a range of programmes and activities that support young people to build ‘soft’ vocational and employment related skills (such as interview skills, CV writing, work related behaviour etc).
* Ability to effectively network with relevant stakeholders and build strong relationships designed to address the needs of young people.
* Ability to manage own time effectively.
* Ability to manage change effectively.

**Values**

* Proven commitment to user involvement in the planning and delivery of services
* Strong commitment to working effectively as part of a team.
* Strong commitment to organisational values, principles and the rights of children and young people.
* Strong commitment to training and development in line with the post.

**Circumstances**

* Hold a current driving license and have access to a vehicle. This criterion may be waivered if a disability prohibits driving. In this case, applicants will need to demonstrate how they meet the mobility requirement of the post.
* An ability to travel independently throughout NI, ROI. UK or further afield
* Able to work weekends and evenings, when required.

**DESIRABLE**

* Level 3 or above leadership and management qualification.
* 1 years’ experience of successfully engaging vulnerable, marginalised, and at-risk young people using a range of adventure learning activities to help address needs.
* A level 3 qualification related directly to adventure learning.
* Experience of developing and delivering youth leadership programmes