

JOB DESCRIPTION

Job Title:	Junior Zone Coordinator
Reporting to:	Youth Work Manager
Responsible for:	Full Time staff, Part Time Youth Workers, Activity Workers & Volunteers
Location:	Mahdlo, Egerton Street, Oldham, OL1 3SE
Hours:	37.5 hours per week
Holidays:	33 days including bank/public holidays

Our Vision

To be a beacon of excellence for youth-led provision in Oldham.

Our Mission

To deliver high quality, innovative activities and experiences for young people from Oldham aged 8-19 (25 with a disability); to provide opportunities, raise aspirations and support young people to be the best they can be.

Our Values – The Way We Work

Passion

Respect

Inclusion

Dependability

Excellence

Job Purpose:

To develop and deliver youth work programmes for Junior Zone members of Mahdlo (Oldham Youth Zone) aged 8-12years and to develop and manage the Holiday Zone provision. The delivery will mainly take place at Mahdlo with some activity and events off site in the surrounding areas.

To provide direct line management support, coaching, and development for youth support sessional workers and volunteers to ensure young people receive high quality opportunities, activities and support.

To work with the Youth Work Manager to ensure Mahdlo's entire provision is striving for excellence and that young people are at the centre of why we do what we do and Mahdlo's strategic direction reflects this.

Main duties and responsibilities:

- To devise, plan, and directly deliver (lead working a minimum of 3 sessions per week) as well as coordinating a team of staff and volunteers to deliver a high quality programme of Junior Zone activity that is safe, innovative, challenging and directly responds to the diverse needs, concerns and interests of its members.

- Directly support young people to develop their social skills, build their confidence by providing programmes of activities, services and facilities at Mahdlo which take place every evening, weekend and during school holidays and will occasionally include residential work.
- Ensure that the needs of young people who are disaffected and disadvantaged are targeted in the Youth Zone's programme through effective programme planning and promote cultural cohesion and inclusion.
- To work closely with the Senior Zone Coordinator and other Coordinators/Youth Workers to ensure Mahdlo's offer is well planned, developmental and meets the needs of young people from across the borough.
- To contribute to Mahdlo's business and strategic planning and ensure Junior offer meet the targets agreed in the annual business/strategic plan; operating in line with Mahdlo's values and principles.
- To manage and support a team of full-time coordinators, part-time, sessional youth workers and volunteers to contribute to the development of activities, understand the sessions planned and effectively carry out their delivery role working with the Volunteer, Training and Quality Standards Manager to support their continuous professional development.
- To ensure that best practice and relevant theories are reflected in a planned, systematic and coordinated approach to youth work delivery across the Junior offer.
- Develop the Holiday Zone provision to be the provision of choice for 8-14yr olds in Oldham and to ensure it offers exciting and developmental activities which represent value for money.
- Ensure the participation of young people and that their ideas contribute fully in the planning, delivery and evaluation of sessions, projects and activities.
- To have responsibility for promoting and safeguarding the welfare of children and young people at all times and when rota'd to act as Duty Safeguarding Officer.
- To lead work sessions (primarily Junior Zone sessions but when required sessions across the provision) ensuring sessions are safe, purposeful, developmental, well planned and engaging.
- To manage the Junior Zone and Holiday Zone budget and other resources effectively to maximise the benefits to young people.
- To monitor, record and evaluate work 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.
- Where appropriate, act as Project Manager ensuring the coordination and completion of projects on time, within budget and within scope; completing any reports or other monitoring and evaluation required.
- To work with Mahdlo's Marketing and Communications Lead to ensure the Junior offer is marketed effectively across the borough so existing and new members are informed of what is on and how they can get involved.
- To prioritise the development of effective partnerships, that make a difference to our members lives and the provision we are able to offer through joint working with other agencies/services/schools to ensure a holistic approach in service delivery to young people.
- To understand and adhere to Youth Zone policies and procedures and ensure all staff and volunteers responsible for do likewise.
- Any other work requested by your line manager that relates to the role.

Additional Information:

- The hours of work are full-time 37.5 per week, contracted and will be worked flexibly in line with the needs of Mahdlo and its key activities. This will involve working unsocial hours in evenings and at weekends during Youth Zone sessions or at events, and also working during the day.
- In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check.
- Mahdlo is an equal opportunities employer and welcomes applications from all sections of the community.

NB: This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only, and may be changed in consultation with the employee. As a general term of employment, Mahdlo may affect any necessary change in job content, or may require the post holder to undertake other duties, provided that such changes are appropriate to the employee's remuneration and status.

In accordance with Mahdlo's Child Protection and Safeguarding procedures, this position requires an enhanced DBS check and will require you to complete Safeguarding training within six months of appointment and refresher training thereafter.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
A JNC recognised professional youth work qualification (minimum DipHe).	✓	
Knowledge		
Understanding of national and local initiatives e.g. Every Child Matters which influence provision of youth work to young people.	✓	
Understanding of delivery of youth work within an equal opportunities framework	✓	
Understanding of issues affecting young people's lives	✓	
Demonstrable knowledge of Health and Safety, Diversity Awareness and Safeguarding best practice and how these relate to young people and staff within the Youth Zone.	✓	
Experience		
Working face to face with young people aged 8-12 both in large groups and individually in an open access setting.	✓	
Experience of designing, developing and delivering programmes of youth work activities	✓	
Experience of making assessments on the individual needs of young people and developing appropriate support packages.		✓
Experience in leading activities with diverse groups of young people.		✓
Experience of engaging difficult and hard to reach young people.	✓	
Experience of working towards and achieving outcomes with young people.	✓	
Experience of delivering training and ongoing development support	✓	
Direct delivery of residential work with young people		✓
Experience of supervising and managing others including paid staff and volunteers	✓	
Skills		
Ability to establish good professional relationships with young people and adults	✓	
Ability to design and implement high quality youth work programmes with young people who face social exclusion, disadvantage and disaffection.	✓	
Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate action as necessary.	✓	
Ability to provide reliable support to young people in times of stress	✓	
Good organisational skills	✓	
Ability to plan, monitor, evaluate, prioritise work, meet set deadlines and make decisions under pressure	✓	
Ability to lead, motivate and coach a team of part-time staff and volunteers to bring out the best in them and ensure high quality delivery	✓	
Ability to network and liaise with relevant partner agencies in the area	✓	
Excellent communication, interpersonal and relationship building skills.	✓	
Excellent planning and organisational skills that enable young people to achieve set outcomes.	✓	
Ability to hold supervision meetings with both children/young people and volunteers	✓	
Ability to work within a multi-agency framework to promote best outcomes for children/young people.	✓	

	Ability to hold confidential information and knowledge of information sharing protocols	✓	
	Ability to complete reports in line with funding, contract and manager requirements and to maintain up to date recording of information.	✓	
	Ability to monitor and evaluate success and impact	✓	
	IT literate	✓	
	Ability to understand, follow and implement procedure	✓	
Personal Attributes			
	Self motivated, able to use own initiative, confident and persistent	✓	
	Positive and enthusiastic	✓	
	Punctual and reliable	✓	
	Patience, tolerance and flexibility		
	Commitment to personal and professional development.	✓	
	Commitment to involving young people in decision making.	✓	
	High aspirations and highest possible standards for young people.	✓	
	Full commitment to inclusion and belief that young people of all backgrounds can achieve.	✓	
	Able to work in the evenings and at weekends	✓	
	Current driving license		✓