

## JOB DESCRIPTION

<b>Job Title:</b>	Community Coordinator
<b>Reporting to:</b>	Junior Zone Coordinator
<b>Location:</b>	Mahdlo, Egerton Street, Oldham, OL1 3SE
<b>Contract:</b>	Part time, 15 hours per week, Permanent
<b>Salary:</b>	<b>£25,500 - £27,500 per annum pro rata (dependent on experience)</b>

### **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:**

As Community Coordinator, your role will be to co-ordinate our work with young people and their families and the wider community of Oldham. Working alongside a team of sessional staff and volunteers, you will be responsible for developing and delivering programmes, supporting local needs and enabling individuals to participate in the range of exciting activities offered at Mahdlo.

You will develop positive relationships with external partner organisations to develop and maintain pathways for individuals both into Mahdlo and out, onto further opportunities.

### **Main duties and responsibilities:**

- To plan and deliver high-quality Family Zone and community sessions that are safe, innovative, challenging, and directly respond to the diverse needs, concerns, and interests of our members.
- To identify the needs of individuals and families, in Oldham, and coordinate the delivery and evaluation of sessions; supporting them to access opportunities, increase participation and achieve positive outcomes.
- Act as a key contact to local families ensuring they are provided with information and opportunity; supporting young people to engage and achieve.

- Contribute to the building of effective partnerships with statutory and voluntary services and other relevant agencies.
- Support young people to have a voice through Mahdlo's voice and participation activities.
- Manage the allocated budget effectively.
- Work a flexible pattern including regular evenings and weekends in line with the role/team requirements. The post holder will be required to lead work our Sunday Family Zone sessions.
- To act as a duty lead worker for Mahdlo sessions as and when required; responsible for young people, team and the building, during the session.
- To have responsibility for promoting and safeguarding the welfare of children and young people at all times.
- To be an active member of the team and deliver a focused, measurable contribution to Mahdlo strategic aims and business plan; operating in line with Mahdlo's values and principles.
- To take a creative and enthusiastic approach to making Mahdlo a valued organisation in Oldham and a leader in its field.

## **General Requirements**

- Work diligently to meet the requirements of this job description
- Always seek to continuously improve so that the highest quality standards are achieved
- Participate positively in internal/external meetings and training as required
- Positively participate in one to ones and appraisals
- Ensure that all relevant policies, procedures and working practices are adhered to at all times
- Act as a positive ambassador for Mahdlo at all times
- Positively contribute to Mahdlo's team working environment, taking ownership of issues and supporting colleagues where appropriate
- Be flexible and willing to undertake any other duties that may be reasonably be required
- The hours of work are part-time, 15 hours per week, and will be worked flexibly in line with the needs of Mahdlo and its key activities. This will involve working during the day, and regularly in the evenings and at weekends, during Mahdlo sessions.
- In accordance with our Child Protection and Safeguarding procedures, this position requires a safer recruitment interview and 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.**

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>		
A nationally recognised qualification NVQ / VRQ Level 3 equivalent or above in a relevant subject including youth and community work / disability work or other relevant field.	✓	
Other relevant qualifications		✓
<b>Experience</b>		
Significant experience of working with children and young people and / or community work	✓	
Experience in planning and delivering activities for children and young people	✓	
Experience of working with families and local communities	✓	
Experience of working in a team and alongside volunteers, including leading and supervising	✓	
<b>Knowledge and Skills</b>		
Understanding of issues affecting young people's lives and an ability to develop effective intervention strategies	✓	
Understanding of social inclusion and the challenges facing young people	✓	
Good organisational and prioritisation skills	✓	
Excellent communication skills	✓	
Knowledge of different services available for families and young people	✓	
Knowledge of additional needs and disabilities and an understanding of the different types of support that can be implemented		✓
Ability to identify opportunities and to support people to realise their goals.	✓	
Ability to monitor and evaluate sessions and work flexibly to change delivery during sessions if required	✓	
I.T literate	✓	
Confident in managing a group of children and young people	✓	
Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate action as necessary	✓	
Knowledge of Health and Safety, Diversity Awareness and Safeguarding best practice	✓	
Ability to understand, follow and implement procedure	✓	
Be able to work effectively in partnership with external organisations	✓	
<b>Personal Attributes</b>		
Self-motivated, able to use own initiative, confident and persistent	✓	
Positive and enthusiastic	✓	
Punctual and reliable	✓	
Commitment to personal and professional development	✓	



An **OnSide** Youth Zone

Have a driving license and access to transport		✓
Must be able to work regularly during the daytime, evenings and at weekends	✓	