



## **Youth Programme Co-ordinator**

### **Job description and Person specification**

**Salary: £12,675 22.5 hours a week (fulltime equivalent 25,350)**

**Plus 4% pension**

**Fixed term 4<sup>th</sup> January 2021- 31<sup>st</sup> December 2021 (to cover staff educational leave)**

**Job Purpose:** The Youth Programme Co-ordinator will manage the Govanhill Baths Youth Programme to deliver a structured programme of projects and activities that endeavour to meet the needs of the young people that live in Govanhill. Responsible to Trust Manager

#### **Duties**

- To maintain the ethos of the Govanhill Baths Community Trust by providing a caring, safe and supporting environment for young people.
- Supporting the organisation as a whole, to implement policy decisions and objectives.
- Deal with issues arising during sessions and ensure a consistent approach to standards around boundaries and behaviours.
- Ensure there are appropriate forums and opportunities for young people to have a meaningful voice in programme and organisational development ensuring that their ideas and views contribute fully in the planning, delivery and evaluation of sessions, projects and activities.
- Ensure that the youth work delivery is carried out in a planned, systematic, co-ordinated and evaluated way.
- Ensure that the needs of young people who are disaffected and disadvantaged are targeted in the club's programme through effective programme planning and promote cultural cohesion and inclusion
- Undertaking tasks on other aspects of work as commensurate with the expectations of the post.
- Other duties commensurate with the grading of the post

#### **Safeguarding and Risk Management**

- Support the delivery of the charity's mission by ensuring that up to date and robust safeguarding policies and procedures are in place and that staff and volunteers adhere to them.
- Ensure the charity has a robust approach to risk management, including person centred risk assessment and risk management processes

#### **Leadership**

- Lead and develop teams of staff, including full time and part time youth workers and volunteers, and support and coach them to achieve their full potential within their given roles.
- Manage budgets and resources associated with the different areas of responsibility and fundraise through grant applications.
- Ensure that funded projects are appropriately delivered and managed in line with our systems and procedures.

- Ensure that all projects and activities operate within outcomes frameworks, safeguarding, health and safety, diversity and equal opportunities policies.
- Actively promote GBCT to partners, families and young people including leading on the development and delivery of community events and activities and supporting the team to use appropriate marketing particularly through our website and social media
- Develop and maintain strong working relationships with external partners, the public, private and voluntary sector within the area to raise the quality of our offer, create greater integration and ensure better outcomes for young people.
- Network at a senior level with key partners, stakeholders and supporters, in order to maintain relations at the highest level to secure significant support. Manage the development and implementation of monitoring and evaluation systems across all projects.

## **Personal Specifications**

### **Essential**

- A qualification in Youth or Community work is essential or equivalent experience
- Proven track record of both recruiting and retaining young people into universal programmes with a variety of Youth Work organisations.
- Proven experience of managing, supporting and motivating teams including volunteers, employees and young leaders.
- Highly organised and dedicated with the ability to plan effectively and deliver the highest quality service.
- Have effective communication skills and able to perform well under pressure and have a natural ability to work as part of a team.
- Have a wealth of experience in dealing with hard to reach young people who can demonstrate challenging behaviour.
- Extensive experience planning and delivering activities, projects and individual interventions on issues relating to young people's health and wellbeing, as well as organisational and local issues of concern.
- Good communications skills, verbal and written and experience of consulting with young people.

### **Desirable**

- An understanding of the roles of the various statutory agencies and voluntary organisations within Glasgow, particularly in the Southside of Glasgow
- Working knowledge/proficiency in a local community language other than English
- Working within diverse communities