

JOB DESCRIPTION

Job Title COMMUNITIES ACTIVITY COORDINATOR	
Department Community	Team Activities
Reports to: Youth Operations Manager	
Responsible for (number of supervisees) 4 plus volunteers	Job Grade
Location Edinburgh House, Hanley, Stoke on Trent and surrounding areas	Contract Type Maternity cover (Up to 12 months) 37.5 hours per week Including evenings, weekends and residential

“This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

Job Purpose (outcome)

To provide activities, opportunities and workshops on campus and across the city. To provide supervision, motivation and inspiration to young people and to supervise the campus activity workers and volunteers. To be a positive ambassador on site, to local businesses and schools.

Duties and Responsibilities

PURPOSE OF JOB:

- To coordinate and deliver activities to young people at the YMCA and across the City.
- To provide supervision, motivation and inspiration to young people.
- Collect information on young people participating and forwarding information on to the administrator.

- Ensure all safeguarding and critical incidents are reported within the correct time frame ensuring the safety and welfare of young people always.
- Maintaining effective relationships with local organisations and providers of Youth Provision.
- Asset based partnership building.
- Run social action projects with young people and support fundraising initiatives.
- Attend regular training and development opportunities to maintain an up-to-date knowledge of safeguarding, health and safety and local policy developments.
- To be fully versed with safeguarding to protect everyone from harm in accordance with current safeguarding legislation.
- Residential.
- Public Speaking to local and national businesses and schools.
- Volunteer coordinator – Supervision of Campus Activity Workers .
- Comply fully always with all the YMCA's policies and procedures relating to Safeguarding, Equality and Diversity, Professional Boundaries, **Confidentiality & Data Protection** and Health and Safety and to undertake training in these areas when required. Undertake such other duties as may reasonably be required.

Person Specification

Essential
Knowledge
<ul style="list-style-type: none"> • Knowledge of young people and what inspires them to get involved
Relevant Experience
<ul style="list-style-type: none"> • Working within the Community • Previous experience delivering activities
Skills and Ability
<ul style="list-style-type: none"> • Good communication, relationship building and networking skills • Good organisational skills • Ability to work independently and time manage work loads • Excellent team player, and able to share good practice with working colleagues • Knowledge of various monitoring/recording of information requirements, and their importance. • Ability to travel around the city – Full Driving Licence and access to a car • Willing to work flexibly including evenings, weekends and residential • Public speaking – ability to deliver in a formal setting • Ability to deliver in schools
Other Requirements
<ul style="list-style-type: none"> • Willing to undertake any training to aid personal development • Undertake such other duties as may reasonably be required • Undertake any training to aid personal development.

Desirable
Knowledge
<ul style="list-style-type: none"> • A knowledge of the youth sector • Safeguarding knowledge
Relevant Experience
<ul style="list-style-type: none"> • Previous work in the Youth sector • Residential experience • Work with other YMCA's
Skills and Ability
<ul style="list-style-type: none"> • Innovating new projects • People management including volunteers
Other Requirements
<ul style="list-style-type: none"> • Links to the community

Updated March 2021

Signed Date.....