

**JOB DESCRIPTION**

|  |  |
| --- | --- |
|   |  |
| Job Title: Youth Coordinator (YMCA GO) |  |
|  |  |
| Department: Youth Department | Team (YMCA GO) |
|  |  |
| Reports to (Job Title): Youth Operations Manager |  |
|  |  |
| Responsible for (number of supervisees)  | Job Grade  |
|  |  |
| Location: YMCA North Staffordshire | Contract Type37.5 hours per week Fixed term until May 2020 |
|  |  |

**Purpose of the Job**

Is to co-ordinate youth projects in line with the YMCA youth department expectations.

**Main duties and responsibilities**

The job holder is required to:

* To coordinate day to day activities for the youth departments contracts. youth contracts
* Collate receipts, evidence for audits, and work closely with the operations manager and finance department.
* Coordinate volunteers & their expenses in line with funding outlined by programme leads.
* Manage effective relationships and working relationships across the regions with commissioners, stakeholders, business and charities, schools, community group to raise the profile of YMCA and the youth department.
* Delivery training sessions to all staff & volunteers with programme lead
* Maintain and manage robust risk management systems.
* Contribute to the production of statistical and written reports.
* Ensure projects comply with internal and external quality standards
* Ensure that all legal requirements are met, including risk assessments, identified learning support needs, and other requirements are in place to support them.
* Promote youth projects effectively via social media & other forms of communication tools e.g. online, newspapers, radio.
* Attend meetings across the country in line with contractual requirements.
* Coordinate the booking of venues, transport and other projects related tasks.
* Co-ordinate / Deliver Residentials engaging with young people from all backgrounds.
* Co-ordinate staff rotas
* Manage any safeguarding concerns, complaints or incidents in line with the organisational process.
* Maintain confidentiality at all times and ensure respect for proper observance of and adherence to the YMCA confidentiality policy.
* Notwithstanding the Job Purpose and Duties and Responsibilities included in this job description, you must be prepared to undertake additional tasks, duties and responsibilities at the discretion of senior management.

**Project aims before May 2020**

* Coordinating YMCA Go youth activities to children and young people aged 10-18yrs old.
* Establish a minimum of 5 youth cubs in the north, centre and south of the city
* Establish a minimum of 5 after school clubs across the north, centre and south of the city
* Delivery Partnership Forums 3 x Yearly
* Complete yearly and midyear reports for Big Lottery
* Working closely with Programme Leads YMCA Go, NCS, Activities coordinator to support the Youth Department.

**Person Specification – Youth Coordinator (YMCA GO)**

|  |
| --- |
| Essential  |
| Knowledge |
| * Knowledge of young people and what inspires them to get involved
* Good IT skills including Microsoft Office Applications
* Knowledge of marketing tools and social media platforms
* Safeguarding knowledge
 |
| Relevant Experience |
| * Working within the Community
* Administrative experience in a busy office environment
 |
| Skills and Ability |
| * Good communication 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
* Willing to work occasional evenings, weekends
* Ability to coordinate activities
* Collection and processing of receipts and expenses
* Social media platforms
 |
| Other Requirements  |
| * Willing to undertake any training to aid personal development
* Undertake such other duties as may reasonably be required
 |

|  |
| --- |
| Desirable |
| Knowledge |
| * A knowledge of the youth sector
* GDPR (Data protection)
 |
| Relevant Experience |
| * Previous work in the Youth sector
* Residential experience
* Working at a National level
* Planning and delivering activities for Young People
 |
| Skills and Ability |
| * Innovating new projects
* Full Driving Licence
* Public speaking – ability to deliver in a formal setting
* Ability to deliver in schools
 |
| Other Requirements  |
| * Undertake any training to aid personal development.
* Links to the community
 |