

Youth Project Coordinator Job Description

|  |  |
| --- | --- |
| Job Title: | Amazing Futures Youth Project Coordinator Brighton & Hove |
| Grade: | **£18.65-19.14 per hour, equates to £33,945-34,834 FTE** |
| Responsible to: | **Young People Services Manager** |
| Hours of work:  | **24 hours per week** |
| Contract type: | **Fixed term for 2 years** |
| Annual Leave:  | **25 days pro rata** |
| Location: | **Working out of central Brighton office/from home and attending regular group sessions at different venues in B&H. Occasional travel to other locations in East Sussex** |

**About Amazing Futures**

Amazing Futures (AF) is a youth programme offering activities, social groups and support to young people with special educational needs and disabilities (SEND) aged 14-25 in Brighton and Hove and East Sussex. AF enables young people to be more involved in their community, to build their confidence and wellbeing, and to develop their life skills as they transition to adulthood. It is a youth led project empowering young people to have a place where their voices are heard and valued and where they can be themselves.

**Main Purpose of the Job:**

* To provide leadership, planning and direction for the Amazing Futures service in Brighton & Hove to ensure it supports young people with SEND aged 14-25 to develop their confidence, aspirations, wellbeing and life skills
* To manage AF staff to provide an excellent service
* To maintain and develop stakeholder relationships and partnerships with other services
* To develop a relational, asset-based approach that is underpinned by youth work good practice and co-production with YP

**Key responsibilities**

**Management and delivery**

1. To plan and manage the Amazing Futures programme, ensuring a range of activities are provided which respond to young people’s needs and priorities
2. To directly lead sessions or work with individual young people as necessary
3. To manage project budgets as delegated by the YP Service Manager
4. To ensure that AF staff maintain timely and accurate records, recording session attendance, interventions, case notes and outcomes for young people so as to monitor delivery and meet reporting requirements of funders
5. To promote and communicate about AF activities, keep information about AF up to date and oversee the use of social media to connect and communicate with AF users
6. To maintain AF resources and equipment and work with Amaze colleagues on information resources for young people
7. To ensure health / safety checks and risk assessments are carried out for all activities
8. To ensure Amazing Futures work complies with Amaze’s Safeguarding policy, Equalities Policy, Health & Safety Policy and Procedure, Confidentiality and Data Protection Policy and other policies and procedures relevant to service delivery
9. To lead youth voice work within the B&H part of AF, such that YP are identifying their shared issues and solutions to concerns and needs, and that Amaze’s services, and the services of other providers, are co-produced with YP
10. To maintain an excellent up-to-date knowledge of other services within B&H for young people, to promote opportunities available, signpost appropriately and support young people to move on from AF as they move into adulthood
11. To work in partnership with parents, key adults and other services in a young person’s life to support their involvement in AF and their wider welfare

**Service development**

1. To embed the principles and practice of youth led work throughout the project so that AF is co-produced with young people
2. To develop and maintain an appropriate M&E framework for Amazing Futures, working with the YP Services Manager and Data and Performance Manager
3. To evaluate the effectiveness of activities, interventions and group work with YP, ensuring consistent collection of feedback from young people and parents
4. To work with the YP Services Manager to prepare and submit reports on Amazing Futures to funders and commissioners and contribute to fundraising bids and activities for AF work
5. To work with other agencies, develop relationships and partnerships, communications and referral pathways with organisations who provide services to young people

**People management**

1. To manage and supervise the Amazing Futures staff team, ensuring clear workplans are in place, staff are supported to achieve their goals and structures are in place to harness team working across different venues, geographical areas and types of activity
2. To plan safe levels of staffing across AF sessions, arranging cover and use of sessional staff and students
3. To recruit, train, supervise and develop young people as volunteers and interns within the project

**General Responsibilities**

1. Work within the framework of Amaze policies and procedures
2. Demonstrate and promote a commitment to professional development, team working and the principles of equal opportunities
3. Attend supervision, training and staff meetings as required
4. Carry out other duties appropriate to the role and responsibilities as may be delegated by the YP Service Manager

**Person specification**

| **Person specification:** | **Essential** | **Desirable** |
| --- | --- | --- |
| **Experience** |  |  |
| Working with young people with a wide range of needs, engaging them in activities and services, and building relationships with them | ü |  |
| Planning, preparing, leading and delivering youth work (group and 1:1 work)  | ü |  |
| Managing and supervising staff and volunteers | ü |  |
| Partnership working and building relationships with a wide range of other professionals/organisations  | ü |  |
| Developing new projects or activities to achieve agreed outcomes | ü |  |
| Recording, monitoring, evaluating and reporting on services | ü |  |
| Working in a user-led way and supporting people to have a voice |  |  |
| Working with (or lived experience of) young people with SEND and their families |  | ü |
| **Knowledge, skills and qualities** |  |  |
| Understanding of the needs, challenges and difficulties that young people with SEND face in their lives and a commitment to meeting these needs | ü |  |
| Familiarity with risk assessments, safeguarding and health and safety procedures appropriate to work with young people and running activity sessions | ü |  |
| Good IT skills and familiarity with social media | ü |  |
| Strong organisational skills  | ü |  |
| Excellent written/verbal communication skills, including listening skills |  |  |
| Able to work calmly under pressure in a complex environment with people who face physical and emotional challenges | ü |  |
| Able to travel around Sussex | ü |  |
| Enthusiastic, positive and flexible in approach with ability to work outside normal working hours, when young people are available (approx 2-4 eves/week) | ü |  |
| Commitment to the values and principles upheld by Amaze | ü |  |
| Appropriate qualification in Youth Work or similar, or commitment to work towards this |  | ü |