

Job Description: Youth Work Development Coordinator

| | | | | |
|------------------|-----------------|-----------------|----------------------|-------------------|
| Company | Berkshire Youth | Location | Reading | |
| Reference | | Salary | £24,636 - £27,252 | 37 hours per week |

Background

In the ever-changing environment of youth work, it is vital that those working on the ground with young people have the relevant skills, training and networks in order to offer the best support to the young people they are working with.

Berkshire Youth have supported youth organisations throughout Berkshire for over 75 years and provide a variety of services in order to ensure the quality of youth provision in Berkshire remains high. This role will expand on the existing work of Berkshire Youth and directly support our member and partner organisations.

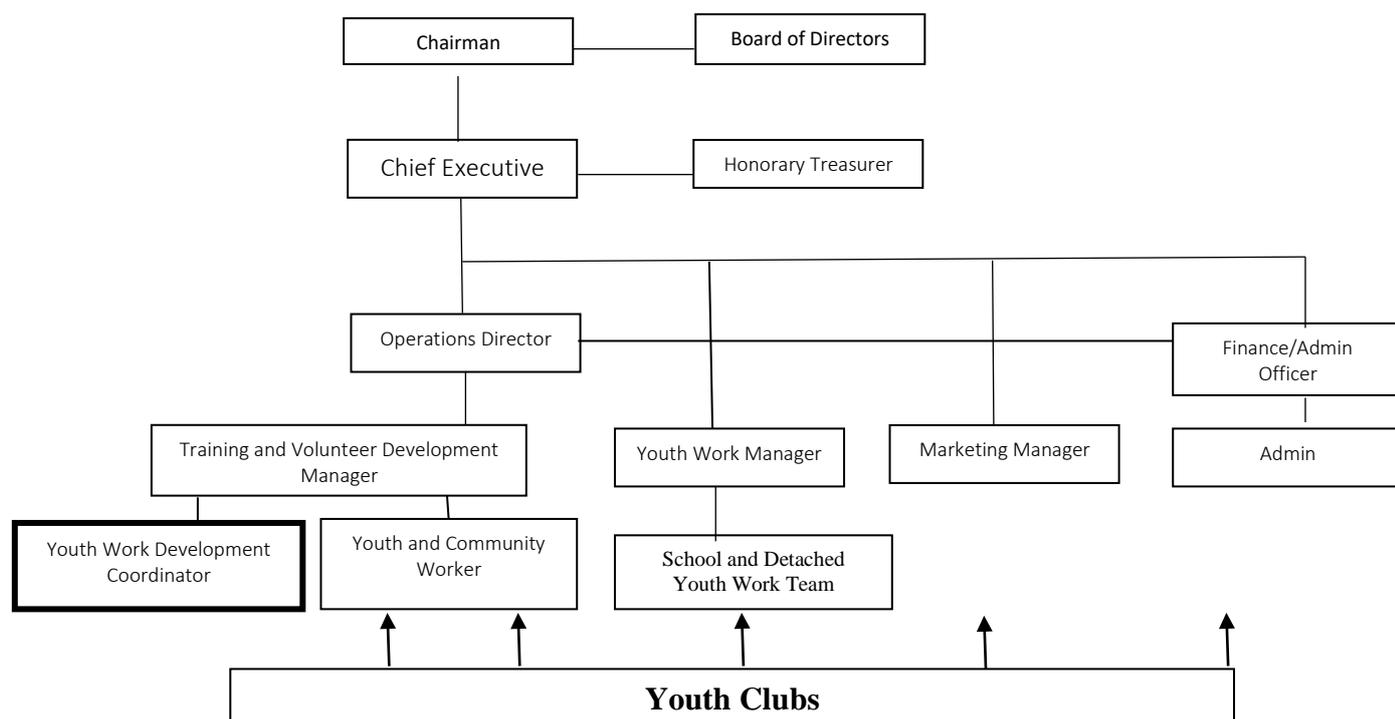
Job Role

Working closely with the Training & Volunteer Development Manager and the wider Berkshire Youth team, you will support the development and delivery of our membership programme. This programme offers a 'working with' rather than 'doing' approach to sector support and would see you offering advice and guidance to youth organisations, developing training and networking events and supporting with quality assurance of services.

There is scope for you to be creative in this role and make a significant difference to the communities you will be working with. This position involves both office based and face-to-face work with young people, staff and volunteers and requires significant experience of youth work and a good understanding of youth clubs and youth group settings. A minimum of two evenings a week will be required.

As an employee of Berkshire Youth, you will enjoy a wide and varied portfolio of work allowing you to build on your current skills and expertise for which suitable training and support will be provided.

Organisation Structure



Main Duties

-
- Key point of contact for member enquires by phone, email and site visits, providing bespoke and tailored support, advice and guidance on a range of topics including; governance and management, programme and activity planning, youth work practice and signposting to other events, resources and services.

 - To increase the number of members Berkshire Youth supports and to ensure the membership programme is relevant and cost effective for the member organisations

 - To map out youth provision in Berkshire and to build effective working relationships with these organisations as well as other key stakeholders

 - Work alongside the team at Berkshire Youth to liaise with individuals and/or groups in areas that have identified youth provision as a need, in order to support them with setting up youth provision

 - Support member and partner youth organisations to ensure they operate to a minimum quality standard and lead on the support for youth clubs to achieve national quality marks

 - Work alongside the Training and Volunteer Development Manager to create an annual training and development programme for member and partner organisations

 - Promote and represent Berkshire Youth at relevant forums, external events and meetings

 - Take the lead on gathering good news stories, job adverts and blog articles from our member and partner organisations to post on our website and in our newsletters

 - Maintain a good knowledge of national, regional and local initiatives which are of benefit to Berkshire Youth, young people and youth clubs

 - Develop and deliver workshops, training and networking events for member and partner organisations including an annual youth work conference

 - To produce and develop materials and resources, such as policies and procedures to support member organisations and promote organisation best practice and to ensure the Membership area of the website is updated

 - Effectively monitor, report and evaluate programmes as per the contract agreement

 - To attend team meetings and regular supervision meetings with the line manager and attend training that will enable personal and workforce development

 - Displays a commitment to the protection and safeguarding of children, young people and vulnerable adults

 - Work within guidelines of Berkshire Youth policies and procedures

 - Carry out any other Berkshire Youth duties as required including
 - Attend, where appropriate, local and national meetings
 - Maintain a good knowledge of national, regional and local initiatives which are of benefit to the organisation, young people, volunteers and their youth clubs.
 - To support the continued development of youth participation and Hear by Right
 - Develop good relationships with partners, unitary authorities and local organisations
 - Contribute to the development and delivery of communication strategies that encourage participation

This role is subject to an Enhanced DBS Check

Person Specification

| <i>Key Criteria</i> | <i>Essential</i> | <i>Desirable</i> |
|--|---|---|
| Qualifications and Training | <ul style="list-style-type: none"> • Suitable qualification in youth work or suitable field • Educated to NVQ Level 3 or equivalent • To hold a full Clean UK driving licence and have access to a car | <ul style="list-style-type: none"> • Recognised Youth Work Degree or equivalent (JNC desirable) • Up to date safeguarding and first aid qualifications |
| Competence Summary (knowledge, abilities, skills, experience) | <ul style="list-style-type: none"> • At least two years face-to-face work with young people • Experience of working with youth sector clubs or groups • Experience working with policies and procedures that affect youth organisations • Highly organised and able to manage own workload • Experience of training and ensuring that programme outcomes are met • Excellent communication and interpersonal skills across all age groups and an ability to positively motivate those around them • Understanding of the needs and working practices of youth clubs and groups • Knowledge and understanding of the range of issues relevant to and affecting young people • Ability to determine priorities and targets and to achieve them including when working under pressure • Up to date with relevant current affairs around youth work • Confident user of IT, including Microsoft Office | <ul style="list-style-type: none"> • Experience of delivering training to a wide audience • Experience of operating within and managing budgets • Experience of writing regular monitoring reports • Experience of working in partnership with and communicating with Voluntary & Commercial sectors • Experience of running networking events conferences |

Other Work Requirements

- | | |
|--|--|
| <ul style="list-style-type: none"> • Passion and enthusiasm for supporting sustainable and quality youth provision • Committed to treating people equally, respecting differences and challenging prejudice and discrimination • A positive, enthusiastic and 'can do' approach to work • A flexible approach to work including willingness to take on tasks outside of normal remit and to work irregular hours • Committed to your own learning and development • To have access to a car for business use | <ul style="list-style-type: none"> • Aware of national and local strategies and accreditation • Ability to identify and access national, regional and local funding streams • Experience of marketing and promotion |
|--|--|

This post is subject to an Enhanced DBS, the Right to Work in the UK and satisfactory References and probation period