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#  **Cardigan Community Centre**

 Job Description

Job Title: Youth Work Coordinator

Location: Various

Responsible to: General Manager

Hours 15 Hours per week

Salary scale: JNC professional scale points 19 £27852 pro rata, Actual £11.291.35

**Job Summary:**

The post holder will be responsible for the coordination of youth work across Leeds LS4 and LS6.

### Main duties and Responsibilities:

* Coordination and delivery of youth services including youth clubs, drop in and projects during the day and evenings
* Management, development and delivery of a comprehensive face to face curriculum programmes of work to young people
* Ensure effective planning and evaluation procedures are used to maintain high quality delivery
* Development and delivery of recorded and accredited outcomes for young people where possible
* Manage the Youth work team with supervision and regular meetings.
* Coordination, management and delivery of a specific area of work across a range of groups (e.g Hard to reach, BAME, In Schools, Gangs)
* Recruit and appoint part-time staff as necessary
* Ensure the appropriate training and support of part-time staff so as to provide a high quality service to young people
* Liaise with external agencies and colleagues where appropriate/required to support the development of youth work programmes
* Ensure effective communication links are developed and maintained with all partners
* Manage the delegated budget, allocate funds and monitor expenditure in compliance with Cardigan Community Centre’s financial guidelines
* Provide timely, accurate and relevant management information as required
* Comply with Cardigan Community Centre policies which support equality, diversity and anti-discriminatory practice
* The post holder will have the health and safety responsibility for youth services delivered

**Person Specification:**

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| **Qualifications** | JNC qualification in youth work (or working towards) or other recognised equivalent professional qualification |
| **Experience and skills** | Recent and significant experience of working with young people in a youth work settingRecent and significant experience of management and development of work with young peopleRecent and significant experience of the management, development and delivery of a specialist area of youth work (e.g. Outdoor Education, Schools, Participation BAME, Gangs)Ability to plan, evaluate and review work with young peopleAbility to communicate and work effectively with vulnerable and marginalised young peopleAbility to work well as part of a teamSkilled in the effective recruitment and management of staffSound budget and resource management skillsDemonstrate good organisational skills and an ability to prioritise workAbility to travel on a regular basis in a timely and flexible manner at various times of the day between sites across the countyCompetent in use of IT |
| **Knowledge** | Issues and legislation relevant to working with young peoplePersonnel procedure relating to the employment of staffHealth and Safety, risk assessment and safeguarding procedures relevant to work with young peopleEquality of opportunity, including how inequality affects the life chances of young people and their communitiesCriminal Justice System as it affects young people |
| **Other** | Ability to work unsocial hours on a regular and frequent basis, notably evenings and some weekends depending on the programme |