



## ROLE PROFILE

INCLUSION COORDINATOR  
CULTURAL COHESION

# ROLE PROFILE

## POST:

Inclusion Coordinator - Cultural Cohesion

## SALARY:

£22,500 - £25,500 per annum pro rata (dependent on experience)

## LOCATION:

Mahdlo, Egerton Street, Oldham, OL1 3SE

## REPORTING TO:

Junior Zone Coordinator

## CONTRACT:

25 hours per week, permanent

## BENEFITS:

- Free onsite gym access
- Automatic enrolment to Medicash Health Care scheme on successful completion of probationary period



# ABOUT MAHDLO YOUTH ZONE

Mahdlo is a local charity that relies on the support and generosity of the Oldham community to keep our doors open and to provide the services our young people need.

Our Vision is to be a beacon of excellence for youth-led provision in Oldham.

Our Mission is to provide opportunities to raise aspirations and support young people to be the best they can be through the delivery of high quality, innovative activities and experiences for young people from Oldham aged 8-19 (25 with a disability).

OUR VALUES -  
THE WAY WE WORK

**PASSION**  
**RESPECT**  
**INCLUSION**  
**DEPENDABILITY**  
**EXCELLENCE**

## **ABOUT YOU**

We have an exciting new opportunity to recruit a highly motivated and pro-active person to the role of Inclusion Coordinator – Cultural Cohesion.

The ideal candidate will ensure that Mahdlo's provision for the young people is inclusive; supports community cohesion and provides an environment where members from diverse demographics, ethnic communities, feel safe, involved and welcome.

The post holder will broaden and increase overall participation rates to ensure participation is representative of the demographics of Oldham and carry out targeted outreach and partnership work to promote Mahdlo and gain an understanding of, and work to overcome any barriers to participation.

You must be committed to working within the spirit of Mahdlo's core values – Passion, Respect, Inclusion, Dependability and Excellence – which describe the way we work.

## **JOB PURPOSE**

To ensure that Mahdlo's provision for the young people is inclusive; supports community cohesion and provides an environment where members from diverse demographics, ethnic communities, feel safe, involved and welcome.

To broaden and increase overall participation rates to ensure participation is representative of the demographics of Oldham.

To carry out targeted outreach and partnership work to promote Mahdlo and gain an understanding of, and work to overcome any barriers to participation.

## **MAIN DUTIES AND RESPONSIBILITIES**

- Identify the diverse needs of young people in Oldham and plan, coordinate and deliver youth work targeting these needs; ensuring young people benefit from participation in Mahdlo sessions.
- Work with part time youth workers, volunteers, parents of young people and community representatives to prepare and deliver developmental activities and undertake outreach work to promote Mahdlo's provision across all communities.
- Support young people's involvement, helping them to have a voice and become young leaders for their communities, supporting and encouraging them to play a more active role in their community.
- Understand the issues underlying community tensions and from this tackle issues of mistrust and develop respect in order to build stronger relations within, and between communities.
- Influence the general programme at Mahdlo so that it is attractive to young people from diverse backgrounds.
- Contribute to the building of effective partnerships with statutory and voluntary services and other relevant agencies

- Manage the allocated budget effectively.
- Work a flexible pattern including regular evenings and weekends in line with the role/team requirements. The post holder will be required to work our Saturday evening senior session.
- To act as a duty lead worker for Mahdlo sessions as and when required; responsible for young people, team and the building, during the session.
- To understand and adhere to Mahdlo policies and procedures at all times with particular emphasis on equal opportunities, health and safety and safeguarding.
- To have responsibility for promoting and safeguarding the welfare of children and young people at all times.
- To be an active member of the team and deliver a focused, measurable contribution to Mahdlo strategic aims and business plan; operating in line with Mahdlo's values and principles.
- To take a creative and enthusiastic approach to making Mahdlo a valued organisation in Oldham and a leader in its field.

## **GENERAL REQUIREMENTS**

- Work diligently to meet the requirements of this job description
- Always seek to continuously improve so that the highest quality standards are achieved
- Participate positively in internal/external meetings and training as required
- Positively participate in one to ones and appraisals
- Work in accordance with Mahdlo's culture, values, aims and objectives
- Act as a positive ambassador for Mahdlo at all times
- Positively contribute to Mahdlo's team working environment, taking ownership of issues and supporting colleagues where appropriate
- Be flexible and willing to undertake any other duties that may be reasonably be required.

## **ADDITIONAL INFORMATION**

- The hours of work are part-time 25 per week, contracted and will be worked flexibly in line with the needs of Mahdlo and its key activities. This will involve working during the day, and regularly in the evenings and at weekends, during Mahdlo sessions.
- Mahdlo is an equal opportunities employer and welcomes applications from all sections of the community.
- In accordance with Mahdlo's Child Protection and Safeguarding procedures, this position requires an enhanced DBS check and will require you to complete Safeguarding training within three months of appointment and refresher training thereafter.



# PERSON SPECIFICATION

## QUALIFICATIONS

	Essential	Desirable
A nationally recognised qualification NVQ / VRQ Level 3 equivalent or above in a relevant subject including youth and community work / other relevant field.	✓	
Other relevant qualifications		✓

## EXPERIENCE

	Essential	Desirable
Significant experience of working with children and young people with young people from a range of diverse backgrounds	✓	
Experience of planning and delivering activities for children and young people	✓	
Experience of working with families and local communities	✓	
Experience of working in a team and alongside volunteers, including leading and supervising	✓	

## KNOWLEDGE & SKILLS

	Essential	Desirable
Understanding of issues affecting young people's lives and an ability to develop effective intervention strategies	✓	
Understanding of social inclusion and the challenges facing young people, with particular focus on those from BAME communities	✓	
Good organisational and prioritisation skills	✓	
Excellent communication skills	✓	
Ability to build trusting relationships with young people and community partners; ensuring positive outcomes for young people	✓	
Ability to identify opportunities and to support people to realise their goals.	✓	
Ability to monitor and evaluate sessions and work flexibly to change delivery during sessions if required	✓	
I.T literate	✓	
Ability to coach, encourage, motivate and provide reliable support to young people	✓	
Confident in managing a group of children and young people	✓	
Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate action as necessary	✓	
Knowledge of Health and Safety, Diversity Awareness and Safeguarding best practice	✓	
Ability to understand, follow and implement procedure	✓	
Be able to work effectively in partnership with external organisations	✓	

## PERSONAL ATTRIBUTES

	Essential	Desirable
Self-motivated, able to use own initiative, confident and persistent	✓	
Positive and enthusiastic	✓	
Punctual and reliable	✓	
Commitment to personal and professional development	✓	
Have a driving license and access to transport		✓
Must be able to work regularly during the daytime, evenings and at weekends	✓	

# APPLICATION PROCESS:



## HOW TO APPLY:

To apply for this opportunity please complete the Mahdlo application form downloadable from:

<https://www.mahdloyz.org/join/vacancies/>

Please refer to the full job description and person specification as relevant experience is essential.

All application forms must be submitted via the Mahdlo website or by email to **HR@mahdloyz.org**

## CLOSING DATE: 12PM, WEDNESDAY 31ST AUGUST 2022

Mahdlo is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment; therefore an Enhanced Disclosure and Barring Service (DBS) check is required with this post. The successful applicants will be expected to join the DBS Update Service. Job offers are also subject to two satisfactory references.

Mahdlo is an equal opportunities employer and positively welcomes applications from all candidates. We treat all applicants for employment and employees equally.



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# MAHDLO TEAM BENEFITS

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## ONSITE GYM

For all of the fitness fanatics or if you just want to maintain a healthy lifestyle.



## BIRTHDAY GIFT

£50 Birthday Gift to boost your Health and Wellbeing.



## HOLIDAY ALLOWANCE

14.54% of hours worked paid to you in your salary each month.



## MEDICASH HEALTH CARE

On successful completion of your probationary period you will be enrolled onto Medicash - an award winning Health Care scheme.



## FRIENDLY & SUPPORTIVE TEAM

We have team days (twice a year) and you will also have the opportunity to get involved and make a difference.