

JOB DESCRIPTION

Job Title:	Senior Zone Coordinator
Reporting to:	Youth Work Manager
Responsible for:	Coordinators, Youth Workers, Activity Workers and Volunteers
Location:	Hub and some activities/events offsite in the surrounding areas
Hours:	37.5 hours per week, permanent

Our Vision

To empower Oldham's young people to thrive through excellent youth work.

Our Mission

To provide opportunities to raise aspirations and support young people to reach their full potential through the delivery of high-quality experiences, ensuring youth voice is a golden thread in shaping everything we do.

Our Values – The Way We Work

Passion

Respect

Inclusion

Dependability

Excellence

Job Purpose:

To develop and deliver youth work programmes for Senior Zone members of Mahdlo (Oldham Youth Zone) aged 13-19 (25 with a disability). The delivery will mainly take place at Mahdlo with some activity and events off site in the surrounding areas.

To provide direct line management support, coaching, and development for coordinators, youth support sessional workers and volunteers to ensure young people receive high quality youth service delivery.

Main duties and responsibilities:

- To devise, plan, and both directly deliver (lead working a minimum of 3 sessions per week) as well as co-ordinating a team of staff and volunteers to deliver a high quality programme of Senior Zone activity that is safe, innovative, challenging and directly responds to the diverse needs, concerns and interests of its members.

- To ensure there is a diverse range of activities that create opportunities and encourage young people to participate in a range of experiences across our 6 key themes: Get Active, Get Creative, Get Outdoors, Get Sorted (health and wellbeing), Get Ahead (employment enterprise and achievement) and Get Connected (leadership and citizenship);
- Directly support young people to develop their social skills, build their confidence by providing programmes of activities, services and facilities at Mahdlo which will take place every evening, weekend and during school holidays and will occasionally include residential work.
- Ensure that the needs of young people who are disaffected and disadvantaged are targeted in the Youth Zone's programme through effective programme planning and promote cultural cohesion and inclusion
- To manage and support a team of coordinators, youth/activity/sports workers and volunteers to contribute to the development of activities, understand the session planned and effectively carry out their delivery role working with the HR and Training co-ordinator to support their continuous professional development
- To ensure that the youth work delivery is carried out in a planned, systematic and co-ordinated approach.
- Ensure the participation of young people and that their ideas contribute fully in the planning, delivery and evaluation of sessions, projects and activities.
- To create opportunities for accredited and recorded learning.
- To have responsibility for promoting and safeguarding the welfare of children and young people at all times.
- To act as the duty Safeguarding Officer on a rota'd basis.
- To deal with any problems during Youth Zone sessions.
- To manage the Senior Zone budget and other resources effectively to maximise the benefits to young people.
- To manage projects relating to the delivery of Senior Zone offer in line with Mahdlo's Project Management Toolkit.
- To monitor, record and evaluate work and provide reports and information as required in order to ensure a consistently high quality youth work provision and demonstrate the impact of the Youth Zone.
- To go out into the community to market the Youth Zone and attract young people.
- To develop effective joint working with schools and other agencies to ensure a holistic approach in service delivery to young people.
- To understand and adhere to Youth Zone policies and procedures and ensure all staff and volunteers responsible for do likewise.
- To be an active member of the team and deliver a focused, measurable contribution to Mahdlo's overall strategic plan operating in line with Mahdlo's values and principles.
- To take a creative and enthusiastic approach to making Mahdlo a valued facility in Oldham and a leader in its field
- Any other work requested by your line manager that relates to the role.

General Requirements:

- Contribute positively to a range of exciting activity programmes for children and young people in the hub and districts that will challenge, stimulate and provide new opportunities, in line with the Mahdlo six key themes: Get Active (Sports); Get Creative (Arts); Get Sorted (personal development, crime prevention and health and wellbeing); Get Outdoors (outward bound and environmental activities); Get Connected (leadership, volunteering and citizenship); Get Ahead (employment and enterprise).
- 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

- Ensure that all relevant policies, procedures and working practices are adhered to at all times
- 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

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 six months of appointment and refresher training thereafter.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
A JNC recognised professional youth work qualification (minimum DipHe)	✓	
Knowledge		
Delivery of youth work within an equal opportunities framework	✓	
Understanding of issues affecting young people's lives	✓	
Demonstrable knowledge of Health and Safety, information sharing protocols and Safeguarding best practice and how these relate to young people and staff within the Youth Zone	✓	
Understanding of project management	✓	
Experience		
Working Face to face with young people aged 13 to 19 (25 with a disability) both in groups and individually	✓	
Demonstrable experience of supporting young people who are disaffected, underachieving and or have social/emotional barriers to learning	✓	
Experience of making assessments on the individual needs of young people and developing appropriate support packages	✓	
Experience in leading activities with diverse groups of young people	✓	
Experience of delivering training and ongoing development support	✓	
Experience of designing, developing and delivering programmes of youth work activities	✓	
Experience of supervising and managing others including paid staff and volunteers	✓	
Skills		
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	✓	
Ability to design and implement high quality youth work programmes with young people who face social exclusion, disadvantage and disaffection	✓	
Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate action as necessary	✓	
Ability to plan, monitor, evaluate and prioritise work through setting realistic targets	✓	
Ability to lead, motivate and coach a team of staff and volunteers	✓	
Ability to network and liaise with relevant partner agencies in the area and to work within a multi-agency framework	✓	
Ability to complete reports in line with funding, contract and manager requirements and to maintain up to date recording of information	✓	
Personal Attributes		
Self motivated, able to use own initiative, confident and persistent	✓	
Commitment to personal and professional development	✓	
Commitment to involving young people in decision making	✓	
Full commitment to inclusion and belief that young people of all backgrounds can achieve	✓	
Able to work in the evenings and at weekends	✓	
Current driving license		✓