



JOB DESCRIPTION

Role: Youth Programme Coordinator
Reporting to: Chief Executive/Senior Youth Worker
Location: West London, W10
Hours/Pay: 15 hours a week / £13 per hour

Organisational context

The Dalgarno Trust is a dynamic local charity that works in partnership with the community, statutory, private sector and voluntary organisations to **improve lives in North Kensington**.

Our objectives are to:

- Enable individuals and groups of all ages and diverse backgrounds to make positive changes to their lives, fulfil their potential and break the cycles of poverty, ill-health and deprivation in the local area.
- Provide a range of accessible services that offer opportunities for self-development which include access to: health awareness & improvement, education, training, employment, social and cultural opportunities.
- Encourage long-term sustainability of local communities through the development of economic opportunities, support for self-funded groups and partnership work.
- Create strong, inclusive, vibrant and active neighbourhoods.

The purpose of this post

- To work with the youth workers to plan and administer the delivery of work with children, young people and families in the Dalgarno estates and wider community.
- To effectively monitor and evaluate the impact of the programme using the existing systems and reviewing them to make sure they are as good as they can be. This ensures further funding and helps identify good practice and the gaps to be met.
- To support youth projects, in partnership with local individuals, community groups, voluntary and statutory agencies where applicable.
- To work with the youth team to identify training needs, setting and monitoring targets and inspiring leadership.

Key tasks

1. Organise and support the delivery of a programme of high quality, innovative activities (both term time and holiday) for children and young people that explore and develop their skills, encourage confidence, expand their opportunities and promote inclusive local neighbourhoods.
2. Develop and build a team of sessional workers; enabling them to work to the best of their ability, facilitating planned sessions in a safe, secure and inclusive environment.

3. Work in partnership with other local youth/community organisations to expand access to opportunities for young people.
4. Work with the Senior Youth Worker to organise consultation with children, young people and the wider community to gain feedback and identify areas of need, interest and/or concern. To compile and present the results, making recommendations for improvement or development of activities to meet identified needs.
5. Deliver agreed projects and outcomes in agreement with the Chief Executive and the Senior Youth Worker.
6. Make sure that external funders receive monitoring reports on time efficiently and effectively. Use our CRM Salesforce's fundraising function to find key dates and details.
7. Keep full and comprehensive records of all activities and projects undertaken and carry out monitoring and evaluation to identify whether agreed targets, outputs and outcomes have been met.
8. To adhere to Dalgarno Trust's safeguarding policies and procedures to reduce the risk of harm to children and young people and to work in a multi-agency discipline.
9. When time is available attend public meetings and community days, where applicable, to engage with young people and adults to promote the programme, and to seek opportunities with local individuals.
10. Work with the Administrator to develop promotional material for projects and events for use in print, on our website and on social media.
11. Able to work flexible hours. Times change during the school holiday periods and there may be occasional weekend work. Additional paid hours may be available on occasion.

PERSON SPECIFICATION:

| Core Competency | Essential | Desirable | Measurement Method |
|-----------------------------------|------------------|------------------|------------------------------|
| Self Development and Motivation | Yes | | Application form & Interview |
| Planning and Organising | Yes | | Interview |
| Problem Solving / Decision Making | Yes | | Application form |
| Communication | Yes | | Interview |
| Team Work | Yes | | Interview |

| Role Specific Competency | Essential | Desirable | Measurement Method |
|---------------------------------|------------------|------------------|---------------------------|
| Tact and Political Sensitivity | Yes | | Interview |
| Excellent Listening Skills | Yes | | Interview |

| Technical Competency | Essential | Desirable | Measurement Method |
|---------------------------------------------------------------------------------------|------------------|------------------|------------------------------|
| Experience of office organisation & administrative procedures | Yes | | Application form & interview |
| Experience of working in a busy office | Yes | | Application form & interview |
| Active commitment to Equal Opportunities | Yes | | Interview |
| IT: Proficiency in Microsoft Office - Outlook, Word, Excel, PowerPoint and Publisher. | Yes | | Application form & Interview |
| IT: Experience with contact databases (Salesforce) | | Yes | Application form & Interview |