

PROGRAMME CO-ORDINATOR SOCIAL INCLUSION PROGRAMME

SECTION A: JOB DESCRIPTION

1. ORGANISATION: ROMSEY MILL
- ADDRESS: HEMINGFORD ROAD
CAMBRIDGE
CB1 3BZ
- TEL.NO. - (01223) 213162
2. JOB TITLE: **PROGRAMME COORDINATOR – SOCIAL INCLUSION PROGRAMME**
3. RESPONSIBLE TO: CHILDREN'S & YOUTH WORK PROGRAMME MANAGER
4. JOB PURPOSE: Coordinate and develop Romsey Mill's Social Inclusion Programme working with 13-21 year-olds, including those experiencing a wide range of disadvantages creating opportunities for personal, social and spiritual development. You will supervise a team of youth development workers and engage directly with young people through detached/outreach work, one-to-one support, group work, young people-led projects and activities and residential experiences that enable young people to fully belong positively contribute and thrive.

MAIN RESPONSIBILITIES:

Programme Coordination: approx 30%

- Working with the Children's and Youth Work Programme Manger, co-ordinate and develop the Social Inclusion Programme so that it meets the needs of young people and enables them to develop.
- Supervise, coordinate and support the youth development workers, students and volunteers within the Social Inclusion Programme, ensuring that they receive appropriate training, regular supervision sessions, and annual work reviews.
- Coordinate and lead SIP team meetings to ensure effective communication across the programme.
- Undertake observation sessions of SIP team members and provide constructive feedback.
- Help to ensure the health and safety of young people and staff including the protection of young people in line with Romsey Mill's Health and Safety Policy and Child Protection Policy.
- Actively support Romsey Mill's Christian ethos and enable people to explore, experience and express the faith-based motivation of our work.

- Be a face-to-face contact with the public, representing the organisation to existing and potential stakeholders, embodying Romsey Mill's Christian ethos, and helping to realise Romsey Mill's Christian aims.
- To participate in the spiritual life of Romsey Mill (through active involvement in staff team prayer time, theological reflection and other spiritual development opportunities) and to sustain the Christian ethos of the organisation.
- Liaise and work collaboratively with a range of organisations and agencies to ensure a holistic approach in the delivery and development of programmes with young people.
- Attend and represent Romsey Mill at partnership meetings, including relevant multi-agency groups and events.

Working with Young People: 55%

- Develop relationships with 'hard-to-reach' young people (those facing exclusion, disadvantage and disaffection) from deprived communities, including those involved in anti social behaviour.
- Utilise the Romsey Mill Centre as a drop-in venue and for specific group activities and projects with young people when appropriate. Develop links with other facilities within the community that are suitable for the delivery of positive activities.
- Undertake one-to-one work in support of young people, providing information, advice and guidance and support them into education, employment and training opportunities.
- Develop and deliver positive activities on Friday and Saturday evenings in response to the needs of young people.
- Facilitate young people's exploration of their values and beliefs and the faith-based motivation of Romsey Mill's work, thereby encouraging their spiritual development.
- Embed the active involvement of young people in decision making to enhance programme delivery and ensure the needs of young people are recognised.
- Plan and lead residential programmes with young people.
- Develop participation of young people at all stages of the programme.
- With support from the Children's and Youth Work Programme Manager develop a strategy and deliver sexual health and relationships work with young people within the programme that interfaces with other sexual health and relationships work.
- Ensure that the rights of young people are promoted and upheld.

Administration, monitoring and reporting: 15%

- Work with the Children's and Youth Work Programme Manager and other staff members to ensure that effective monitoring and information/data gathering is being undertaken to demonstrate the positive impact of the programme on young people.
- Produce written materials and photographs suitable for inclusion in reports.
- Contribute to the preparation of funding applications to Trusts and Statutory Funders and to the production of development plans.
- Ensure planning and affective evaluation takes place across the different areas of work.

- Ensure necessary risk assessments are carried out for regular and 'one-off' programme activities and events.

In addition to the duties set out in this job description the worker may, from time to time, be required to undertake additional or other duties as necessary within his or her capabilities and status to meet the needs of Romsey Mill.

6. SCALE AND IMPACT:

The worker will have responsibility for coordinating the delivery and development of high quality youth work, creating opportunities with young people that overcome disadvantage, promote inclusion, and develop their physical, social and spiritual development well being.

7. DISCRETION TO ACT:

The worker will have authority to act within the parameters set by the Children's and Youth Work Programme Manager. The worker will be directly supported by the Children's and Youth Work Programme Manager, and indirectly supported by the CEO.

8. ENVIRONMENT:

Romsey Mill's main centre on Hemingford Road consists of various offices, meeting/training rooms, an arts and media suite, coffee bar, a large 'activities' hall and other amenities. The worker will also make use of other facilities at schools, community centres, churches etc. They will also engage in detached/outreach work across the city.

9. RELATIONSHIPS:

Internal - The person appointed will work directly with other Programme staff and supervise youth development workers, students on work placement with Romsey Mill and volunteers. The worker will be managed by and report to the Children's and Youth Work Programme Manager and the CEO. The worker may be required to meet with the board of Trustees of Romsey Mill.

External - The person appointed will work with a range of individuals, organisations and agencies from the voluntary and statutory sectors including teaching and pastoral staff at schools, church-based youth workers, County Council locality-based youth workers, etc.

SECTION B: PERSON SPECIFICATION

1. QUALIFICATIONS:

Essential

- Applicants should have a very good general education, and a JNC recognised qualification in youth and community work to foundation degree level or higher.

2. EXPERIENCE AND SKILLS:

Essential

- Ability to demonstrate considerable experience of building effective relationships with young people/community groups
- In-depth experience of work in partnership with other organisations to ensure the needs of children and young people are met
- Ability to demonstrate experience of leading and supporting a staff team
- Substantial experience of leading in the creation, development, implementation and evaluation of opportunities and educational programmes with 'hard-to-reach' young people (those facing social exclusion, disadvantage and disaffection) from deprived communities including those involved in anti-social behaviour
- Experience of working within a faith-based organisation
- Proven ability to communicate at all levels both verbally and in writing. Demonstrable experience of writing reports
- Ability to lead, develop and motivate others, including young people
- Ability to plan and prioritise workload within a context of multiple demands
- Hold a current driving licence and the ability to work/travel to a variety of locations within the county
- Access to a private vehicle for work use.
- Willingness and ability to drive a minibus (D1 or Midas permit) or commitment to undertake test
- Understanding of and commitment to promoting equal opportunities and valuing diversity
- Knowledge of Health and Safety management
- Knowledge of Safeguarding Children and Young People policy and procedures
- The legal, regulatory and ethical requirements relevant to youth work

3. ATTRIBUTES:

A person who:

- Is confident in their ability when faced with new situations
- Accepts accountability for the outcomes of own decisions
- A person who actively identifies as a Christian, committed to the beliefs outlined in Romsey Mill's statement of faith, able to actively contribute to the aims, values and ethos of the organisation
- Empathises with others
- Identifies and works to the strengths of team members
- Openly encourages others
- Is proactive in responding to the needs of young people and shows a willingness to assist/help to resolve issues
- Is flexible over hours of work
- Plans and prioritises work effectively
- Demonstrates initiative and acts decisively
- Is dynamic and enthusiastic
- Has creativity and flair
- Is able to work under pressure.

SECTION C: TERMS AND CONDITIONS

1. **SALARY:** £22,221 - £25,472 (depending on qualifications and experience)

2. **HOURS OF WORK:**

The normal working week will be 37.5 hours, Monday to Saturday, including evening sessions. There must be recognition of the need for flexibility. Friday evenings and some weekends will need to be worked. Overtime is not normally paid, but time off in lieu may be given as agreed with your line manager. This is a fixed-term contract to the end of March 2011 with likely extension.

3. **PAID LEAVE ENTITLEMENT:**

You are entitled to 25 days annual paid holiday plus public holidays. Full details as given in contract of employment.

4. **SICK PAY PROVISION:**

Romsey Mill operates a discretionary Sick Pay Scheme for employees. Please refer to contract of employment for further details.

5. **PENSION ENTITLEMENT:**

Romsey Mill operates a Group Pension scheme. Please refer to contract of employment for further details.

6. **PROBATIONARY PERIOD**

Confirmation of your employment is subject to the satisfactory completion of a six months probationary service.

6. **PERIOD OF NOTICE OFFERED AND REQUIRED:**

Following the probationary period, you are required to give three months notice of resignation. Romsey Mill is required to give a period of three months to the employee.

7. **CONDITIONS OF APPOINTMENT:**

The employment will be subject to satisfactory references and CRB check. This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and (Exceptions) (Amendment) Order 1986.

8. **IN SERVICE TRAINING:**

The person appointed will be expected to participate in In-service Training Modules and other learning opportunities as deemed appropriate by their line manager, for which budgetary provision will be made.

9. **MISCELLANEOUS:**

The Children's and Youth Work Programme Manager will be responsible for carrying out regular supervision sessions and work reviews with the post holder.