



JOB DESCRIPTION

POST:	Service Co-Ordinator (The Project)
LOCATION:	Royal Borough of Kensington and Chelsea
RESPONSIBLE TO:	Service Manager (Youth Services)
DBS CHECK:	This post is subject to Child and Adult Workforce Regulations

JOB PURPOSE

To report to and work along side the nominated representatives from the Dalgarno Trust, Harrow Club and the Service Manager at Rugby Portobello Trust to deliver 'The Project', a collaborative youth offer for young people in North Kensington.

'The Project' is a new and innovative 3 year externally funded project that aims to bring together young people in North Kensington and empower them to explore and shape the youth offer in the area that's best for them. This offer will include joint and programmed activities at each centre and a timetable of holiday activities.

KEY RESPONSIBILITIES

- Develop, co-ordinate and supervise a blend of joined up activities across the youth club centres both in term time and the holidays.
- Ensure staff working on The Project, provide a safe, sound and supportive service to young people, operating within the policies of each Youth Club
- Develop, promote and maintain excellent relationships with both internal teams and external agencies.
- Take overall responsibility for coordinating outcomes information

DELIVERING SERVICE

- To have overall responsibility for the recruitment, induction and co-ordinate of sessional support workers who will deliver specific activities across the centres and volunteers, ensuring they have the skills, training and support to deliver their services effectively and that, in doing so, they promote the independence, wellbeing and best outcomes for the young people.
- Review, develop and monitor the formal service co-ordination, safeguarding and risk assessment procedures for each centre, ensuring compliance both on and off-site.

- Promote the involvement of young people, through the youth committees, ensuring they are consulted and involved in the planning changes to and feedback on their services wherever possible and appropriate.
- Ensure service delivery is focused on engagement of young people and is relevant to their needs, preferences and aspirations.
- Ensure the staff and volunteers working on 'The Project' promote a healthy, active and safe lifestyle for all young people.
- Ensure staff and volunteers working on 'The Project' understand and respect boundaries and that the behaviour of young people complies with the code of conduct for each Youth Centre.
- Promote referrals of young people across centres to enable access to all services and activities, ensuring processes are in place to ensure a seamless transition between centres, and that the necessary support and communication arrangements are in place
- Liaise with external agencies including local statutory and voluntary services and ensure information about 'The Project' and any activities organised is well publicised to promote effective referrals into and out of the services.
- Carry out outreach work as required to engage young people in the activities of The Project
- Participate in the development of new activities and services, seeking out relevant new opportunities to improve experiences and outcomes for young people and ensuring these are well publicised.
- Participate in the development of policies within the service and staff and volunteers working on 'The Project' are trained on any changes to policies relevant to their work.
- To have overall responsibility for the planning, budgeting and delivery of a cross centre Holiday programme of activities, liaising with the nominated representatives from each club to ensure the activities are well co-ordinated, publicised and that the required staffing and resources are in place.
- To be safeguarding lead for The Project, ensuring compliance with the policies and procedures for each centre hosting activities, on and off site and liaising with the safeguarding lead for each centre..
- Share responsibility for good health and safety practices, including participating in fire drills and risk assessments, incident reporting as required, oversight of the safe drop off facility and reporting to line-management any near misses or matters of concern.
- To lead on the evidencing and timely reporting on the outcomes of 'The Project', ensuring accurate monitoring and performance data and case studies are collected and submitted as required.

- Carry out, as appropriate to the post, day to day tasks in the absence of sessional workers, to ensure a continuity of service to the people we support.
- Deal with complaints in accordance with agreed procedures.

TEAMWORK

- Participate in 'The Project' management meetings, supervision meetings, training, team development sessions and other centre meetings as required, reporting back to the respective teams on individual progress of young people and outcomes of The Project.

DEVELOPMENT

- Develop and maintain training opportunities for staff, volunteers and young people and liaise with the Human Resources Department and others as appropriate to ensure that training and development needs of staff and volunteers are being met.
- Conduct annual appraisals in accordance with P3's Policy and Procedures to inform the annual training plan for the team.
- Undertake development activities as necessary and appropriate to the role.

DELIVERING EQUALITY

- Foster the equality, diversity and rights of others by ensuring people are respected and valued as individuals.
- Promote the rights and needs of people who use RPT, Dalgarno and Harrow Club's services in the community.
- Work within the framework of P3's equality and diversity policy at all times.

OTHER

- Undertake all duties in accordance with all P3 policies and relevant legislation and work towards their continuing development and implementation.
- The employee may on occasions, and in necessary circumstances, be called upon to undertake work in other locations in order to ensure P3's obligations to people are fulfilled.

- Undertake such other duties as may be required from time to time to maintain or enhance P3's services.

All job descriptions are subject to periodic review.

This job description covers the range of duties required. It is P3 policy to, wherever possible, reach agreement on changes. However if this is not possible, P3 reserves the right to change the job description in line with the needs of the organisation.

**P3
PERSON SPECIFICATION**

Service Co-ordinator (The Project)

	Essential	Desirable
<p>Values Must be able to demonstrate the following values;</p> <ul style="list-style-type: none"> • A commitment to involvement and empowerment of young people. • Promotion of equality of opportunity for people who have experienced oppression and disadvantage in their life opportunities. • Recognise and value all aspects of diversity • Management practice that demonstrates a 'can do' approach. • Management style that involves people in decisions and promotes continuous learning • Understanding of and commitment to the importance of access to ongoing training, learning and development opportunities 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Experience Able to demonstrate experience of:</p> <ul style="list-style-type: none"> • Managing a project and budget in a youth work setting • At least 3 years experience of youth work. • Partnership and networking skills • Risk assessment and project plans • Managing Safeguarding procedures 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p>Knowledge and Understanding</p> <ul style="list-style-type: none"> • Must have some understanding of the funding context within which voluntary organisations provide youth work services • Must have a sound understanding of the needs of people who use our services • Must have an good understanding of the specific support and social and political issues affecting people from a wide range of communities. 	<p>✓</p> <p>✓</p> <p>✓</p>	

<ul style="list-style-type: none"> • An understanding of Safeguarding legislation • A good understanding of Equality and Diversity 	<ul style="list-style-type: none"> ✓ ✓ 	
<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Able to work on own initiative and prioritise workload • Must demonstrate effective interpersonal and communication skills • Must have ability to maintain accurate records, including monitoring, evaluating and reporting on outcomes. • Must be able to establish and maintain constructive relationships across organisations and with a wide range of people • Must be a confident user of e-mail, word processing, excel and produce quality presentation documents. • This role requires working flexible hours, including weekday evenings, occasional weekend excursions and attending residential in the summer • Able to motivate team members • Able to budget and report accurately on financial outcomes • This role requires a driving license 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
<p>Qualifications</p> <ul style="list-style-type: none"> • A qualification in youth work. • There must be substantial evidence of commitment to personal and career development relevant to the post. 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓