



Job Description

Youth Development Coordinator

(12 months fixed term Maternity Cover)

Reports to: Chief Executive

Hours: Full time (36 hours per week)

Location: Hammersmith Office, various schools and colleges in LBHF and out in the community in venues and outdoors

Salary: 25k

Annual leave entitlement: 25 days plus bank holidays

Starting Date: 05/07/2021

Benefits: Contributory pension scheme, Employee Assistance Programme and Benefits by Sodexo

Our Mission

To empower children and adults with learning disabilities and autism to get their voice heard, reach their potential and be included in their local community.

Our Vision:

We seek to promote the wellbeing and development of children and adults with learning disabilities and autism in all areas of their lives as well as supporting their families and carers.

Job Summary:

We are looking for a motivated and talented Youth Development Coordinator to join our small, friendly, and driven team for 12 months at a crucial and exciting time.

We are looking for a proactive and organised individual who is excited by a different challenge each day. You must have attention to detail, be a self-starter, be able to multi task and have excellent organisational skills.

You will oversee all elements of the Youth Development Project in conjunction with the Chief Executive. You will be responsible for delivering activities and workshops that empower young people through their transition into adulthood, within funding requirements and

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May 2021



outcomes. Young people who access the service will be supported to become self-advocates, develop leadership skills and increase in confidence and independence.

Workshops and activities include: An art club, a drama club, various music workshops, computing and technology workshops, social inclusion activities for holidays and half terms and an outreach service within schools, colleges, and the local community.

Project information:

HF Mencap's Youth Development Project is a service for young people with learning disabilities and autism. The project works to promote independence and leadership skills whilst reducing social isolation. This is achieved by delivering workshops and activities both in house and out in the community, supporting project members with educational, recreational and transition choices, and working closely with parents and carers, teachers, social workers, psychologists and other professionals, ensuring a robust and holistic service is offered to our young people.

The Youth Development Project is user led; young people are encouraged to steer the direction of the project.

The key responsibilities for the role are:

- Oversee all elements of the project.
- Network maintaining strong links with schools, parents and carers, the local authority teams, and other professionals. Attend events such as EHCP review meetings, meetings with parents and teachers, open days, and transition forums.
- Create accessible resources and information for our young people and their parents/carers.
- Widen and extend the membership of the project, ensuring the inclusion of individuals from hard-to-reach groups and members with profound and multiple disabilities.
- Maintain links with other youth and transition groups across London, to strengthen self-advocacy and transitions working.
- Implement and deliver workshops in house and in schools and colleges which will promote choice, control and independence.
- Maintain relationships with appropriate professionals for workshops where expertise is needed and to ensure the workshops run smoothly.
- Keep up to date records of the project, including records of attendance, managing budgets and detailed monitoring. This must include both qualitative and quantitative information of our members.
- Regularly support and update our members and meet with parents and carers.
- Assess referrals and carry out suitable inductions with new members.
- Attend and complete training when required and to stay up to date and work in line with our policies and procedures.

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General requirements:

- Experience of working with young people with disabilities.
- Knowledge of the challenges and barriers facing people with learning disabilities.
- Knowledge of the charitable sector and social enterprise.
- Must work flexibly to meet the needs of the project (when required late evenings and weekend)
- Knowledge of the person-centred approach.
- Attend team meetings and be a proactive member of the HF Mencap team.
- Be prepared to travel as required.
- Work diligently to meet the requirements of this job description.
- Respond appropriately to all internal and external clients, treating them at all times with courtesy, helpfulness and respect
- Positively participate in one to ones and appraisals.
- Work in accordance with HF Mencap culture, values, aims and objectives.
- Act as a positive ambassador for HF Mencap at all times.

Qualifications

- ***Educated to a degree in social science, health, education or equivalent***
- ***Excellent IT skills and working knowledge of Office, Excel and PowerPoint.***

In accordance with HF Mencap'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.

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