

Job Description

Job Title:	Targeted Youth Work Coordinator
Employer:	Torus Foundation
Location:	Liverpool – FireFit Youth & Community Hub
Salary:	££27,891
Responsible to:	Youth Manager
Responsible for:	Youth Worker x 3 (1.4FTE)

Purpose of the post:

As a Targeted Youth Work Coordinator, you will be responsible for overseeing and coordinating the delivery of targeted interventions, support programmes and detached youth work for children and young people.

Managing a team of youth workers, ensuring the effective implementation of programmes, and collaborating with stakeholders, partners and external agencies to enhance the overall impact on children and young people's development.

KEY RESPONSIBILITIES:

1. To manage, develop and deliver a comprehensive programme of targeted 1-2-1 and group interventions and support programmes in line with FireFit Hub's Youth Outcomes Framework.
2. To ensure programmes and activities address needs and challenges faced by children and young people.
3. To ensure caseloads are effectively managed and all interactions are properly recorded and reported.
4. To line manage the youth work team, ensuring performance is managed, and complete regular appraisals, one to ones and team meetings.
5. To ensure the appropriate training and support of youth work staff and volunteers so as to provide a high quality service to children and young people.
6. To have overall management responsibility when required on duty to ensure the effective delivery of FireFit Hub's different youth programmes and activities.
7. To ensure programmes and activities standards, processes and procedures are being followed and met.
8. To ensure effective planning and evaluation procedures are used to maintain high quality delivery
9. To ensure children are involved in the design, delivery and evaluation of programmes and activities across FireFit Hub.
10. To provide timely, accurate and relevant management information, monitoring and evaluation of activities and programmes.
11. To build and foster positive relationships with parents/ guardians of children and young people engaged in youth programmes and activities.
12. To attend external multi-agency meetings as required, ensuring information and agreed actions are feedback and acted upon.
13. To accurately capture and record accidents, incidents and safeguarding concerns on appropriate management information systems.

Job Description

14. To support the Youth Manager in reviewing incidents and Safeguarding concerns, implementing appropriate actions to ensure continued safety of children young people and risks are managed accordingly.
15. To be alert to issues of safeguarding/ child protection, ensuring the welfare and safety of members is promoted and safeguarded, and to report any Safeguarding concerns in line with FireFit's policies and procedures.
16. To liaise with internal and external stakeholders to build effective working relationships and networks to support the delivery of activities and programmes.
17. To capture projects and programmes being delivered (videos, photo's, quotes, etc.), to aid promotion of the Hub across social media, website and through impact reports.
18. To support the effective usage of the Hub's Social Media channels through providing content to keep channels updated, and responding to youth related queries and questions in a timely and professional manner.
19. To act as a keyholder with responsibility for opening and closing the building where required.

Health and Safety

Ensure that H&S policy and procedures are adhered to and embedded to deliver effective and safe services and operations.

Equality and Diversity

Apply and embed fairness and equality in both the delivery and offer of all services, to ensure that all staff and customers are treated fairly, to meet an individual's personal circumstances.

Safeguarding

To promote safety and protection of vulnerable adults and children by ensuring that all safeguarding issues and concerns are reported promptly in accordance with Local Authority and Torus Safeguarding Policy.

Person Specification



Job Title: Targeted Youth Work Coordinator
Employer: Torus Foundation
Location: Liverpool – FireFit Youth & Community Hub

CRITERIA	NECESSARY REQUIREMENTS	
APPROPRIATE PROFESSIONAL QUALIFICATION	Relevant Level 3 qualification in Youth Work or equivalent (E)	AF/C
	Evidence of continuous professional development (E)	AF/C
	First Aid at Work qualification (D)	AF/C
EXPERIENCE & TRACK RECORD	Experience of design, delivery and evaluation of targeted interventions and support programmes based on the needs of children and young people (E)	AF/I/T
	Proven track record of challenging behaviour of young people and knowledge of conflict management, incident reporting and safeguarding in youth settings (E)	AF/I
	Experience of delivering detached or street-based youth work (D)	AF/I
	Sound knowledge and understanding of Safeguarding policy and best practice in a youth and community-based setting (E)	AF/I
	Evidence of understanding young people’s development needs and the issues important to them (E)	I/T
	Experience of staff management in a youth setting (D)	AF/I
	Experience of attending multi-agency, children in need or similar multi-disciplinary meetings (D)	AF/I
MANAGING CHANGE	Able to respond to changing customer needs through consultation and by acquiring feedback (E)	I

LEADERSHIP & VISION	Takes personal responsibility for own workload. Is confident listening and presenting, and able to influence others and encourage innovation (E)	A/I
	Confidence to take initiative and lead a project (D)	A/I
	[INSERT]	

visit torusfoundation.org.uk
 email recruitment@torusfoundation.co.uk



Person Specification

INTERPERSONAL PERSUASION & INFLUENCING	Demonstrates high levels of motivation and resilience combined with enthusiasm, commitment and a curious, inquisitive approach to challenge and seek continuous improvement (D)	I
	Passionate, committed and self-motivated to inspire others to change (D)	I
	Ability to work as a team member and use transferable skills across arrange of other community projects (D)	A/I
	An approach to work that concentrates on people and understanding their needs (D)	A/I
COMMUNICATION	Ability to engage with staff, peers, board members, tenants and external partners to build relationships based on honesty, trust, mutual respect and integrity to inspire confidence and respect (E)	A/I
	Competent user of the digital/social media channels and their role in communication and driving business success (E)	A/I
FINANCIAL & RISK MANAGEMENT	Demonstrable governance and financial compliance experience ensuring compliant operations (D)	A
	Evidence of a balanced approach to risk management, with ability to balance activity with business need and financial constraints (D)	A/I
OTHER	Driving license and access to a car (D)	A
	Willingness to be flexible in hours worked if required (E)	A

Key:

AF = Application form
 C = Certificate
 I = Interview
 T = Test

D = Desirable
E = Essential