

**RECRUITMENT PACK**

**Youth Project Co-ordinator**

How to apply

Job description

Job specification

Job advert

funded by



September 2020

**How to apply**

If you are interested in applying for this post, please complete the application form and return it to us by the deadline.

Our recruitment timetable is as follows:

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| --- | --- |
| Advertisement goes live | 29 September |
| Application deadline | 16 October **at 6.00 pm** |
| Notify candidates shortlisted for interview/ work eligibility check | 20 October |
| Interviews | 22 October |
| Trial youth session | 24 October |
| Aim to notify successful candidate, take up references. | 27 October |

If you have any questions about the role please email [info@socopa.org.uk](mailto:info@socopa.org.uk) with your question and we will get back to you as soon as possible.

**Please send completed applications forms before the deadline 16 October at 6pm to** [**recruitment@socopa.org.uk**](mailto:recruitment@socopa.org.uk) **with YOUTH CO-ORDINATOR APPLICATION in the subject line.**

**JOB DESCRIPTION**

1. **JOB SUMMARY**

The SOCOPA Youth Project Co-ordinator will be responsible for the successful delivery of a BBC Children in Need funded programme at SOCOPA, helping young people so they don’t fall behind in their education and social development as a result of Covid-19. The post holder will manage an exciting programme of activities and workshops stretching young people’s horizons and building their confidence and personal skills. This includes a regular youth club, homework club and programme of family trips in 2021 (subject to pandemic restrictions).

The Youth Project Co-ordinator will deliver an exciting new programme for young people aged 13-18 in St Matthew’s Leicester. Funded by BBC Children in Need, the programme will:

* provide a range of themed activities/ workshops that increase young people’s personal and social skills and broaden their horizons.
* manage a homework club 3 evenings a week.
* Set up an engaging programme of visits for young people and families during school holidays (subject to Covid-19 restrictions).

Reporting to the SOCOPA Chief Executive, the post holder will take responsibility for this programme; support 3 sessional staff and a small group of parent volunteers; and, contribute to data collection and project reporting.

1. **MAIN ROLES AND RESPONSIBILITIES**

**2.1 Themed activities/ workshops**

* Consult with young people, parents and other stakeholders on the themes and issues that can be developed into a series of 4-6-week activities during term times.
* Establish clear outcomes for young people participating in the programme and ensure activities lead to these outcomes.
* With support from sessional staff, plan, negotiate and deliver 6-8 themed activity sessions for groups of 12-20 young people.
* Manage 2 sessional youth workers and parent volunteers, ensuring they are clear about their roles and responsibilities in the youth activity sessions.

**2.2 Homework Club**

* Working with the CEO, Homework Support Organizer and parent volunteers, set up and deliver a homework club 3 nights a week during term times for up to 20 young people at a time.
* Create a plan for identifying young people in greatest need of support and ensuring they get access to the study support they need.

**2.3 Programme of visits**

* Consult with young people and parents to identify possible locations and activities for this aspect of the programme.
* Draw up a varied programme of engaging and stimulating visits over Easter and Summer 2021 for families within the budget available, ensuring the widest number of families can participate.
* Undertake assessment visits if required.
* Promote the programme, manage bookings and transport, provide detailed schedules/ information about visits, ensure health and safety/ risk assessments are made.
* Attend visits as the responsible person and manage any issues that arise on the day.
* Write a short de-brief report for each visit.

**2.4 Collect data**

Ensure accurate data on attendance and participation in programmes is maintained, including:

* Registration data including emergency contacts, parent/ guardian permissions, demographic information (e.g. gender, ethnicity, age).
* Participation data: frequency of participation by individuals.
* Session data: times and frequency of different activities and sessions delivered.
* Ensure all participants in programme events are registered and information is up-to-date, secure and meets Data Protection regulations, including rights to market new programmes to participants and their parents, and permissions re photography/ media use.

**2.5 Communications**

Support the programme through effective marketing and communications activities including:

* Working with SOCOPA staff and volunteers to ensure information about the programme is disseminated in the most effective manner, including the most appropriate platform for the audience.
* Contribute to SOCOPA’s social media content, including Twitter and Facebook.
* Represent SOCOPA on media such as video and radio interviews if required.

**2.6 Health and safety/ safeguarding**

* Work closely with Chief Executive to ensure SOCOPA meets in responsibilities to keep participants, staff and volunteers safe while taking part in programme activities.
* Prepare risk assessments for the 3 programme areas above and ensure staff, volunteers and participants are all aware of specific risks before individual activities take place.
* Ensure up-to-date safeguarding policy and procedures are in place for the programme and that all staff and volunteers are DBS checked.
* Act as safeguarding led for the programme.

1. **TERMS AND CONDITIONS**

Salary £24,000 pro rata, 28 hrs week to December 2021, including 3% employer’s pension contribution.

The postholder will be required to work evenings and some weekends according to the programme schedule up to 28 hours a week.

The postholder will be based at the SOCOPA office in St Matthew’s, Leicester.

1. **ABOUT SOCOPA**

The Somali Community Parents Association has worked with the Somali community in St Matthew’s since it was established in 2007. Our offices are based on the St Matthew’s estate and our staff live there too and are well known to the community. We are also work closely with local statutory services, including the police, local authority neighbourhood staff, the NHS and local schools providing support to the large Somali population in the area. We deliver services to over 1,000 beneficiaries each year who come to us for support and advice, learning programmes or to seek the views of the community we serve.

SOCOPA has significant experience of running programmes in the St Matthew’s neighbourhood and has built up a reputation for reliability and reach into the Somali community in the neighbourhood. In the last year we have delivered consultations with local people for the Police, University of Leicester Hospitals Trust and the Deputy Mayor of Leicester.

We have also run popular programmes for Somali young people, including an award-winning programme with the Canal and River Trust and a youth sports club. We are currently working under contract with Barnardo’s to support vulnerable young people in St Matthew’s after Lockdown and have secured investment from BBC Children in Need to support young people’s education and social development.

**PERSON SPECIFICATION**

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| --- | --- |
| **Criteria** | **Requirement** |
| Minimum 2 years’ experience of setting up and running youth projects. | Essential |
| Relevant training and qualification in work with young people. | Essential |
| Experience of managing sessional staff and volunteers in a youth work/homework club setting. | Essential |
| Understanding of youth work and the importance of personal and social education for young people. | Essential |
| Experience of consulting young people, families and the wider community on their needs. | Desirable |
| Practical experience of and understanding of how to apply safeguarding and health and safety policies in youth club/homework club settings as well as day trips. | Essential |
| Experience of managing registration/ participation/ sessional data so it is up-to-date and usable in reports to funders. | Essential |
| Experience of managing a small budget and understanding of spending limits and the need to record expenditure. | Desirable |
| Experience of report writing, including assessing the impact of youth work. | Essential |
| Flexible approach to work, able to respond to changing plans (such as switch to online delivery). | Essential |
| Understanding of Somali culture, language and traditions, and the challenges the community faces in the UK. | Desirable |
| Willingness to work evenings and possibly weekends. Some travel may be required. | Essential |

We will assess how well you meet the criteria by written application, interview and references. Please be as specific as you can about your experience and give examples of paid or voluntary work that is relevant.

**Job Advertisement**

**Youth Project Co-ordinator,** The Somali Community Parents Association

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The postholder will be based at the SOCOPA office in St Matthew’s, Leicester.

The SOCOPA Youth Project Co-ordinator will be responsible for the successful delivery of a BBC Children in Need funded programme at SOCOPA, helping young people so they don’t fall behind in their education and social development as a result of Covid-19. The post holder will manage an exciting programme of activities and workshops stretching young people’s horizons and building their confidence and personal skills. This includes a regular youth club, homework club and programme of family trips in 2021 (subject to pandemic restrictions). There is considerable scope for someone with creativity and enthusiasm to work with young people and their families to design an exciting programme of activities up until December 2021.

The Co-ordinator will need to be flexible in their approach, experienced at co-ordinating and running activities and sensitive to the needs of the Somali community in Leicester. They will need to work evenings and some weekends.

**CLOSING DATE: Your application must reach us no later than 16th October at 6pm.**