

Shadwell Basin Outdoor Activity Centre



JOB DESCRIPTION

Job Title:	YOUTH REFERRALS COORDINATOR
Pay details	NJC SCP 8-10 £24,054 - £24,927 (Includes Location Allowance) depending on qualifications and experience
Hours per week	35
Leave entitlement	25 days per annum

The post will be based on a 35 hour week but will involve flexible working, including some evenings and weekends

This post is a three year contract

Overall purpose of the job:

To develop, implement and deliver a programme, 'Inspiring Futures', to engage young people from income deprived families most 'at risk' of exclusion and isolation to provide a pathway towards employability

Reporting to: Centre Director

Duties and responsibilities:

1. To develop, plan, implement and deliver a progressive programme of outdoor activities that can be used as a pathway to employability
2. To develop, plan, implement and deliver relevant and supportive workshops and mentoring sessions to address the needs of young people 'At Risk'
3. To work closely with the existing youth and schools programmes and Youth Coordinator to identify young people most 'At Risk' providing for their needs
4. To work with referral organisations to identify young people 'At Risk' helping them to access the programme 'Inspiring Futures'
5. To assist the youth coordinator with supportive administrative tasks and delivery of the youth activities and schools programmes
6. To involve volunteers in the running of the activities and run a steering group with young people
7. To monitor and evaluate progress and complete regular statistical and subjective reports
8. To work towards obtaining the London Youth Quality Mark
9. To create and maintain good relationships with parents, guardian or carers of those on the programme.
10. To ensure all activities are conducted in accordance with the centre's policies
11. To establish and maintain relationships with NGB officers where needed
12. Attend training and deliver in the field training as needed
13. To work within an agreed budget and to maintain appropriate records and accounts for all financial transactions

Duties common to all full time staff

1. To be a full member of the Centre's staff team to enable the Centre to achieve its wider aims and objectives.
2. To know the Centre's policies on Safety and Equal Opportunities. To implement these policies through individual work practices & the services the Centre offers.

3. To have a responsible attitude to the use of Centre equipment and facilities and to encourage a similar attitude amongst other users.
4. To further his/her own development through training in adventure and sports qualifications.
5. To maintain links with Local and National Outdoor Education Organisations as appropriate.
6. To contribute with other staff members towards the supervision and support of people undertaking work experience or training programmes at the Centre.
7. To undertake any other duties as requested by the Management Committee or Centre Director, commensurate with the grade.

PERSON SPECIFICATION

JOB TITLE: YOUTH REFERRAL COORDINATOR

The person specification below indicates the range of experience and qualifications that candidates will be expected to have.

1. Minimum of two years knowledge and experience working in the youth sector, particularly with young people from income deprived families and those most 'At Risk' of isolation and exclusion.
2. Knowledge of and have a minimum of two years experience in water sport and outdoor activities with young people.
3. An understanding and experience of Safeguarding with young people
4. Proven experience and ability to work within a staff team in a multi user facility.
5. Committed to working with young people and adults in a variety of situations in the outdoors and have a developmental approach to work.
6. Experience of working with young people in a culturally diverse, urban setting.
7. Proven commitment to the implementation of Equal Opportunities.
8. Knowledge of the Health and Safety in outdoor activities.
9. Current Clean Driving Licence.

Qualifications and Experience

Essential	Desirable
A youth work, social work, counselling or other relevant professional or academic qualification	Qualifications in Outdoor and Adventure Sport; Rowing, Canoeing, Kayaking, Climbing, Hill Walking, Sailing
Minimum of two years working in the youth sector	Experience of the London Youth Quality Mark
Minimum of two years experience in water sports and outdoor activities with young people	Experience of outdoor activity programme management
Be able to work with people in an outdoor environment	Knowledge of Duke of Edinburgh Award
A willingness to undertake further training	
Good working knowledge of Microsoft Office	