



150 Brassey Road, London NW6 2BA ☎ 020 7625 6260 ✉ info@sidings.org.uk

Sidings Community Centre (SCC) Sidings Youth Project (SYP)

Job Description for Youth Co-ordinator & Development Worker (SYP)

Job Title	Youth Co-ordinator & Development Worker (SYP)
Salary:	£27,000 per annum (pro rata for 21 hrs based on f/t 37.5hrs)
Hours of Employment:	Mon 2pm - 9.15pm Tues 12.30pm - 7pm Weds 2pm - 9.15pm
	<i>(hours based on current timetable and duties but could be subject to some flexibility subject to mutual agreement and needs of SYP)</i>
Responsible to:	Centre Manager (CEO) and ultimately SCC's Board of Trustees
Responsible for:	Sessional Youth Work Team
Contract:	Temporary Post – Oct 2017 – end July 2018 <i>(initial contract but may be possible to extend subject to funding and SYP development)</i>

Background information to Sidings Community Centre

Sidings Community Centre has been providing a wide range of services and activities for the local community in the wider neighbourhood around North Kilburn and West Hampstead since 1983. Key activities and services include:

- Early Years Childcare and Drop-ins
- Play and Youth services
- Sports and Healthy Living activities
- Computer/ Digital learning centre and community-based adult education programme
- Venue provision for local groups
- Community development and consultation work with local people.

We aim to provide activities which are affordable, accessible and inclusive, and encourage participation from all sections of the community. Our main aim is to “improve the lives of the local community” by encouraging achievement and aspiration, making a positive contribution, providing support & information, and bringing the community together to build a stronger, more resilient, cohesive, connected and vibrant local neighbourhood.

Sidings Community Centre has purpose-built ground-level premises, offering a variety of indoor spaces – including a large hall and a variety of other rooms, plus access to the adjacent facilities on Maygrove Peace Park. We are a Registered Charity (297095) and Company Ltd by Guarantee (2139909). SCC is currently receives core funding through Camden's Strategic Partners Fund until 2020, plus other smaller grants from both LB Camden and various Trusts and Charities. SCC also generates income from fees and donations. SYP currently receives core funding from the London Borough of Camden and also fundraises for specific projects, particularly school holiday activities.

Introduction to Sidings Youth Project (SYP)

Sidings Community Centre has had an active Youth Project (Sidings Youth Project – SYP) since it opened, and places great importance on providing services and activities which support local young people aged 11 – 19 yrs to enable them to reach their full potential by:

- encouraging achievement and aspiration
- providing one-to-one support to help build self-confidence and awareness
- providing activities which develop life-skills for adulthood
- providing activities which encourage young people to pursue healthy lifestyles
- promoting positive images of young people and respect for others
- encouraging positive social interaction amongst local young people
- encouraging self-determination and active citizenship

S.Y.P. aims to work in partnership with other local youth providers to enable SCC to respond to the needs of local young people and maximise the use of shared resources. We are a member of the North Camden Area Youth Partnership, and currently funded (til March 2018) by Camden Council for the delivery of an annual programme of universal youth activities which are funded on an “outcomes-based” programme. We would expect all those working in our Youth Club (SYP) to be prepared to follow the general aims, good practice and values recommended by the National Youth Work Agency – see Appendix 1 at end of this document.

Staffing Structure and current programme: The SYP Co-ordinator is supported by a small team of sessional/part-time staff and sports coaches. The SYP Co-ordinator will work closely with our in-house Play and Sports Co-ordinator who will deliver and coach some of the dedicated sports sessions (eg Table Tennis) and also work in the youth club sessions alongside the SYP Co-ordinator. The current SYP programme offers an annual programme of youth activities, currently 3 evenings a week (term-time) and a range of daytime and evening activities during the school holiday periods. Special and additional projects may be incorporated into this annual programme as a result of additional partnership work. Sidings CC is keen to develop closer partnership working, particularly with the local Hampstead (Secondary) School and other agencies, to develop some more distinctive projects which will respond to specific identified & unmet needs of young people within the community.

Current Programme (as of Sept 17) includes:

Term-time:

- Mondays:** 4.30pm – 6.30pm Table Tennis Club for 11 – 17 yr olds
6.30pm – 9pm Youth Club offering range of universal activities – eg healthy eating/cookery, arts activities, general social activities, sports and physical activities including use of nearby outdoor sports pitch. SYP is also a recognised partner with the Brandon Centre for sexual health advice.
- Tuesday:** 5pm – 7.30pm Football and Fitness Training for young men aged (11 – 16 yrs)
- Wednesday** 6.30pm – 9pm Youth Club offering range of universal activities (*as per Monday evening*)

School holidays: SCC seeks funding from Trusts and Charitable sources to run a programme of activities for young people during the school holidays (excluding Xmas/New Year Break). There may be a need for some flexibility of working hours during the holidays according to funding and programme requirements.

Main Purpose of Post:

The post-holder will be expected to take overall responsibility for the coordination and implementation of the SYP programme of activities currently on offer, and further develop new initiatives according to the needs of local young people. This may include taking advantage of relevant funding opportunities as they arise. The SYP Co-ordinator & Development Worker will be responsible for ensuring activities meet the key youth work outcomes currently required by the London Borough of Camden and/or other funders. The demographics of the local area have undergone significant change due to redevelopment in the neighbourhood. The postholder will be expected to undertake a review of how well the current SYP programme meets the needs of local young people.

This will necessitate some research and consultation with young people, plus outreach with other local partners and stakeholders (eg parents, local secondary school and other agencies) to identify how SYP can best meet the current and future needs of local young people. This may involve identifying and setting up new projects and initiatives, and undertaking or assisting with fund-raising to develop such work. Ultimately this may lead to a re-shaping and re-design of our overall SYP programme. One initial priority will be to create a better response for those “transitioning” from our Play Service (for 5-11’s) to potentially using our youth service, with particular focus on school holiday activities for SYP members. There is currently a strong emphasis on sports and physical activity within our youth programme, mainly used by young men. Developing a better response to girls and young women within our overall service will also be a high priority for the new SYP Co-ordinator. SYP has a strong previous track record of offering coaching and mentoring support for young people and is an element of the youth programme we would want to restore, particularly for young people with low self esteem and low self confidence.

Specific Duties of Youth Co-ordinator/Development Worker:

- 1) To co-ordinate and develop a dynamic programme of activities for young people, aged 11 – 19 years which will focus around the following outcomes:
 - encouraging achievement and aspiration
 - providing one-to-one support to help build self-confidence and awareness
 - providing activities which develop life-skills for adulthood
 - providing activities which enable young people to pursue healthy lifestyles
 - promoting positive images of young people and respect for others
 - encouraging positive social interaction amongst local young people
 - assisting young people to develop strong inter-personal skills
 - encouraging self-determination and active citizenship
- 2) To conduct a review of our current SYP provision to ensure it meets the needs of local young people, which may involve making proposals for re-designing how we currently provide our youth services
- 3) To build effective relationships with young people using SYP activities, in particular developing coaching and mentoring support within the youth club setting or possibly as an additional part of the programme.
- 4) To manage and support SYP sessional staff, specialist tutors, volunteers and oversee occasional work experience placements from local secondary schools. This will involve staff in planning meetings and ensuring the programme meets funding outcomes.
- 5) To be responsible for completing essential admin, monitoring, reporting and evaluation needs of all SYP provision (as per funding requirements with the London Borough of Camden and/or other funding bodies).
- 6) To be responsible for promoting and publicising SYP activities, including the use of social media (within good practice guidelines).
- 7) To engage and consult with young people using our service to ensure the programme of activities is determined and influenced by young people themselves
- 8) To develop partnership working with relevant agencies, which will include the North Camden Area Youth Partnership and Camden’s new Young Foundation. The centre is keen to further develop partnership working with Hampstead School and other Camden-based agencies. This will involve outreach and/or attendance at some afternoon meetings.

9) To undertake small to medium sized fund-raising to help develop new initiatives and further develop/sustain existing activities, and assist the centre manager in larger fundraising applications

10) To provide effective and strong project management of any new initiatives

11) To be responsible for developing a recognised accreditation framework – eg AQA and/or a less formal “Sidings Youth Achievement Awards”

12) To identify and take first steps to set up a suitable Quality Assurance framework for SYP service.

13) To work closely with Sidings Sports and Play Co-ordinator, who will also work alongside the Youth Co-ordinator/Development Worker to deliver youth activities. This will particularly focus on developing a better response to young people “transitioning” from our play service when they reach 11 yrs – and from primary to secondary school – both during term-time and especially during school holidays.

14) To be responsible for overall supervision of the premises during youth club sessions

15) To be the “designated lead” for safeguarding in all SYP activities, and to ensure that all staff and volunteers are responsible for taking positive actions to safeguard young people, and follow policies and procedures around safeguarding of young people using SYP services. This will also include ensuring Risk Assessments are undertaken and understood by the SYP team.

16) To work with the Sidings Community Centre Manager (CEO) in managing all areas of the SYP’s budget.

The SYP Co-ordinator & Development Worker will be expected to support staff in carrying out the General Duties expected of all (Part-time/Sessional) Youth Workers in:

- Promoting and delivering activities for young people aged 11 – 19’s
- Consulting with young people to ensure the programme of activities reflects the expressed needs of SYP members
- Engaging with a range of young people from diverse backgrounds , and with multiple and varied needs
- Providing some support for local young people as regards training and employment (eg CV writing)
- Ensuring safeguarding standards are maintained and other policies and procedures are upheld
- When applicable, working in partnership with other organisations for shared activities and resources
- Assist with planning of the youth service programmes to ensure the outcomes required (eg in key areas such as health, fitness, relationships, and general life-skills) are incorporated into the activities offered
- Be prepared to contribute towards reporting and evaluation requirements of the service when necessary

Person Specification:

Essential:

- Recognised youth work qualification or suitable qualification in related discipline
- Proven track record of experience in leading and managing a team that delivers activities to young people in multi-cultural, inner-city urban environment
- experience of developing partnership working with agencies providing services for young people aged 11 – 19 years)

- Have proven ability and experience of designing and implementing a multi-activity youth work programme
- Have proven strong project management skills and ability to construct a forward Action Plan for SYP development
- Have an understanding of the issues young people are currently facing
- Have some experience in finance management and fundraising
- Have a high level of good verbal and written communication skills
- Have high level of competency in IT and technological skills, including experience and knowledge of the appropriate use of social media as an engagement tool
- Have good organisational and planning skills
- Ability to support and advise young people as regards to employment, training or further education opportunities
- Possess good inter-personal skills, including the ability to offer some mentoring and coaching to young people
- Have the ability to work effectively as part of a team within the community centre
- A proven ability to engage positively with service users' who may have challenging behaviour patterns and attitudes
- Have a good understanding of evaluation and reporting requirements – particularly regarding “outcomes” based youth work
- Have good awareness of equal opportunities and diversity as it affects young people aged 11 – 19 yrs
- Have strong awareness of Safeguarding issues as this relates to young people
- Be willing to undertake training to fulfil the requirements of the service

Desirable:

- an understanding and awareness of working within the Voluntary & Community Sector
- Have some specific skills to be able to lead on certain areas of activity (eg sports, arts, mentoring, digital or media skills, life-skills, homework or study support, employment & training advice).

All staff members within the youth work team will be expected to be highly committed to the delivery of quality services to young people and delivering the aims of SYP as outlined above. Our youth workers must have a good understanding of what engages & motivates young people. You will be multi skilled, confident and experienced in both one-to-one and group work.

Equal Opportunities: Our Organisation is fully committed to the active promotion of equal opportunities as an employer and in the provision of all its services. It is the responsibility of every member of staff to ensure the practical application of this policy (see staff handbook)

Health and Safety: Under the Health and Safety at Work Act, all employees are required to take care of their own health and that of other employees in complying with their statutory duties and in compliance with Sidings Community Centre's Health & Safety Policy

Terms & conditions: Postholder will be offered SCC's Contract of Employment for staff employed on a temporary or fixed term basis

Annual Leave: Statutory current entitlement of 28 days (including bank holidays and pro-rata for 21 hours) **Sick Pay:** this will be in line with statutory entitlements

Employment terms and conditions will be in line with basic statutory entitlements. All staff working at Sidings Community Centre are expected to adhere to the centre's policies and procedures, including those for Safeguarding Children and Young People, and those within Sidings Community Centre's Staff Handbook. All staff are employed by the Sidings Community Centre which is a voluntary sector community organisation, and a Registered Charity (297095) and Company Ltd by Guarantee (2139909).

Appendix 1: Principles underpinning SYP work with young people

Extract from National Youth Work Agency website

What is youth work?

Youth work helps young people learn about themselves, others and society, through informal educational activities which combine enjoyment, challenge and learning. Youth workers work typically with young people aged between 11 and 25. Their work seeks to promote young people's personal and social development and enable them to have a voice, influence and place in their communities and society as a whole. Youth work offers young people safe spaces to explore their identity, experience decision-making, increase their confidence, develop inter-personal skills and think through the consequences of their actions. This leads to better informed choices, changes in activity and improved outcomes for young people.

Youth work values

Youth work is underpinned by a clear set of values. These include

- young people choosing to take part
- utilising young people's view of the world
- treating young people with respect
- seeking to develop young people's skills and attitudes rather than remedy 'problem behaviours'
- helping young people develop stronger relationships and collective identities
- respecting and valuing differences
- promoting the voice of young people

These values are considered in more detail in the National Youth Agency statement of principles and values, [Ethical Conduct in Youth Work](#). For detailed information on youth work read the [NYA Guide to Youth Work and Youth Services](#).

Suitability for youth work

Youth work is more than a set of skills and knowledge. To work effectively professional practitioners should:

- Recognise the importance of integrity in all personal and social interactions with young people.
- Have a commitment to the ethos of continuous professional development to improve practice.
- Be committed to working collaboratively with partners to ensure excellent provision for young people.

(as of July 2016)