

## JOB DESCRIPTION

<b>Job title</b>	Schools and Holiday Club Coordinator	<b>Salary</b>	£29,500 - £31,500 per annum based on experience
<b>Reporting to</b>	Head of Youth Work	<b>Holidays</b>	33 days a year (inclusive of bank holidays)
<b>Location</b>	Unitas Youth Zone, 76 Montrose Avenue, Edgware, HA8 0DT	<b>Hours</b>	40 hours a week – (flexibility required, including regular evening and weekend work)
<b>Key Relationships</b>	Young people and parents, Head of Youth Work, Programme Manager, Unitas Youth Zone Coordinators, sessional staff, volunteers, partners and stakeholders		

### Main Purpose

This role will lead on two of Unitas' most important programmatic initiatives, both of which we see as having significant potential for growth in both numbers and quality. These are our work in and with local schools, and our Holiday Club provision. Reporting directly to the Head of Youth Work and working closely with colleagues from across the organisation, you will drive a growing and value-adding presence in schools during term-time and an outstanding provision for young people during the day in the school holidays.

Our Trustees have recently approved a new strategy with four key objectives. This role will play a vital part in the following two of these objectives:

- **Outstanding quality of delivery** – we want Unitas' programming and youth work to be engaging, relevant and creative
- **Increasing the number of young people who attend** – we want to significantly increase the attendance of existing members whilst at the same time attracting new members

Within these strategic objectives, some key performance goals will be:

- Increase our active membership through schools' engagement
- Improve programming and increase attendances on Holiday Club
- Enhance youth engagement with a target of increasing visits per young person
- Reflect youth voice in programme planning
- Gather data about Unitas' outcomes through our data collection tool (ME Apps) and use findings to improve the quality of programming

In terms of impact, we want to see this role:

- Empower young people with relevant, engaging, and creative programming, allowing for personal growth and leadership opportunities.
- Drive a culture of high-quality delivery across Unitas, supported by skilled, motivated staff and volunteers.

### Duties and Responsibilities – General

- Be a role model for young people and present a positive “can do” attitude.
- Take personal responsibility for own actions.
- Commit to a culture of continuous improvement.
- Work within the performance framework of Unitas Youth Zone and OnSide

- Represent Unitas Youth Zone positively and effectively in all dealings with internal colleagues, and external partners.
- To have great energy to establish positive relationships with young people and the wider youth work team and visitors to the Youth Zone.
- To work directly with children and young people to develop their social skills and build their confidence by delivering programmes of activities and services.
- Comply with all policies and procedures, with reference to safeguarding, codes of conduct, health and safety and equality and diversity to ensure all activities are accessible.
- To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the Designated Safeguarding Leads using the safeguarding policies, procedures, and practice (training to be provided)
- To assist with any promotional activities and visits that take place at the Youth Zone
- To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership.
- To be continually creative and innovative with the use of space, equipment, and resources to maintain young people's interest.
- To ensure the participation of young people in activities and that their ideas contribute fully to the delivery and evaluation of activities.
- To always promote and safeguard the welfare of children and young people.
- To be 'on session' a minimum of two times per week to build relationships with young people and staff during term time (with three days a week delivering in schools). During school holidays, you would run Holiday Club during the week
- To on occasion cover sessions due to annual leave or other staff absences within the delivery team. (This can include leading on occasion yourself)
- To carry out any other reasonable duties as requested by the SLT
- To role model a positive, can-do, young people-focused and collaborative way of working
- To be willing to step in and step up and not see the below set of duties and responsibilities as exhaustive

#### Duties and Responsibilities – Specific – Holiday Club

- Plan and deliver a holiday scheme during the school holidays. This will mainly involve running our own Holiday Club, but in some weeks of the school holidays when we do not have HAF or other funding, you may find an external provider to run activities in our space
- Ensuring a regular review and evaluation of the Holiday Club programme including capturing the outcomes and positive impacts, recording soft and hard outcomes, presenting case studies, and celebrating the achievements of young people
- To respond to the needs of the young people through activities on Holiday Club
- To create the rota for Holiday Club, ensuring it is safely and creatively staffed
- To lead, support and motivate the staff and volunteers working on Holiday Club
- To manage the Holiday Club budget and other resources effectively to maximise the benefits to young people
- To work flexibly to ensure the needs of the members are met, including SEND young people
- Ensuring high reach and engagement across the Holiday Club, achieving and exceeding KPIs set by the Board, Chief Executive and Head of Youth Work including for example membership, attendance, and representation
- To apply for, manage and report on the government HAF (Holiday Activities and Food Fund) and other Holiday Club-specific grants
- To liaise with parents before and during Holiday Club if issues or concerns arise

#### Duties and Responsibilities – Specific – Schools

- To design and develop engaging educational programmes aligned with the UK curriculum and school priorities
- Set clear objectives, outcomes, and success measures for the programme
- Build and maintain strong relationships with schools, teachers and educational bodies
- Promote the programme to schools and encourage participation
- Gather feedback from educators and students to continuously improve the programme
- Organise and oversee workshops, events, or learning activities

- Track participation and impact through surveys, reports, or assessment tools
- Analyse data to measure programme effectiveness and identify areas for improvement
- Report on programme outcomes to funders, stakeholders, or senior management
- To deliver on the programme and support motivated staff and volunteers
- Manage the programme budget, ensuring cost-effective delivery
- Build a team of sessional staff and possibly other Coordinators to work in schools and ensure that they are trained and supported so that what they deliver is of excellent quality
- Secure funding or sponsorship where needed
- To manage the Jack Petchey Foundation Achievement Awards programme at Unitas, including ongoing monitoring, evaluation and reporting directly back to the funders
- To work flexibly to ensure the needs of the members are met, including disadvantaged children and young people and those with disabilities or additional needs
- To be creative and adaptable even in circumstance where limited resources are available

### PERSON SPECIFICATION

Good candidates for this role will possess the following skills, knowledge, experience, and personality.

<b>Selection Criteria*</b> A = Application Form I = Interview	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
<b>Experience</b>		
Face to face activity delivery, working with children and young people (aged 8 years up) both in groups and individually	Essential	A & I
Experience of delivering schools and/or activity programmes and/or targeted personal development programmes	Essential	A & I
Experience of supporting young people who are at risk, underachieving and/or have social or emotional barriers to participation	Essential	A & I
Experience of working in a team and alongside volunteers	Essential	A & I
Experience of building and maintaining strong relationships with schools and other external partners	Essential	A & I
Organising a programme of youth work activities	Desirable	A & I
Experience of working with challenging young people	Desirable	A & I
Residential work with young people	Desirable	A & I
<b>Skills and Abilities</b>		
Strong commitment to children and young people and an ability to engage and build positive relationships with all young people, including disengaged and disadvantaged young people	Essential	A & I
Ability to develop good professional relationships with children, young people and adults	Essential	A & I
Ability to work with young people to develop their social education by providing programmes of activities, services and facilities that are fun and enable young people to develop	Essential	A & I
Ability to coach, encourage, motivate and provide reliable support to children and young people	Essential	A & I
Confident in managing a group of children and young people	Essential	A & I
Ability to deliver high quality activity programmes with children and young people who face social exclusion, disadvantage and disaffection	Essential	A & I
Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate action as necessary	Essential	A & I
Excellent written and verbal communication skills	Essential	A & I
<b>Knowledge and Understanding</b>		

Understanding of the principles of working with children and young people	Essential	A & I
Understanding of issues affecting young people's lives	Essential	A & I
Knowledge of health and safety, diversity awareness and safeguarding best practice and how these relate to children and young people	Essential	A & I
Delivery of activities within an equality framework	Essential	A & I
<b>Qualifications</b>		
Introduction to Youth Work or Youth and Community Work NVQ / VRQ Level 1 or Level 1 Sports Leaders Award	Desirable	A
<b>Personal Qualities</b>		
Positive and enthusiastic	Essential	A & I
Punctual and reliable	Essential	A & I
Commitment to personal and professional development	Essential	A & I
A flexible attitude to work and a readiness to perform a variety of duties to ensure an efficient and effective service	Essential	A & I
Willing and able to work in the evenings, at weekends and in a residential setting	Essential	A & I
A willingness to cover events, holidays and staff absence	Essential	A & I
DBS clearance and committed to Safeguarding children	Essential	A & I

**Unitas Youth Zone are committed to safeguarding and promoting the welfare of children, young people, and vulnerable groups. This post is subject to an enhanced DBS check. The strength of the OnSide Network of Youth Zone is the diversity of its people, we place huge value on different people doing things in different ways and we welcome applications from what might be considered non-traditional backgrounds. The one thing we all have in common is our desire to raise the aspirations of young people across the country. We are an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.**