



Job Description

Youth Programme Coordinator - Connect!

Hours of work: 37.5 hours per week. Flexible with regular evening and weekend work required. Permanent contract.

Annual Leave: 30 days plus bank holidays pro rata

Salary: Up to £26,520 FTE

Employed by: Involve Kent

Responsible to: Children Short Breaks Service Manager

Based: Kent Community Based – Focus on Maidstone, Tonbridge and Malling and Tunbridge Wells with travel to other districts as required

Purpose of the job

To coordinate the Short Breaks youth service - Connect!

Develop a programme of co-produced 'time out' sessions, to meet the needs of neurodiverse young people with moderate needs aged 9 to 18 so they can access activities, build their social network, and achieve their personal and social development goals as part of the KCC funded 'short breaks' offer.

Create needs-led, developmental opportunities with young people and their parents/carers to shape the program, aiming to provide a person-centred and outcomes focused community-based programme which is safe, appealing, fun, and inclusive, promoting health, wellbeing, and independence.

Work with and support volunteers/peer mentors to initiate, develop and sustain the involvement of young people.

Work in partnership with Community providers, Involve Children's Navigation Service, Social Care agencies and other multidisciplinary professionals and childrens services.

Providing evidence of service outcomes, feedback, and evaluation for KPI and funding requirements.

Key tasks and responsibilities

- Proactively manage your own health, wellbeing, and resilience to ensure you can provide consistent, quality support to people.
- Attend training, team meetings and regular supervision.
- Provide cover for your colleagues in other areas and/or on other youth projects when on annual leave, sick or at times of need.
- Assessing referrals for eligibility and triage appropriately.

- Identify and risk assess venues and local providers for youth group sessions in the evenings after school, weekends and in school holidays.
- Visiting young people at home and in the community outside of school hours to introduce them to the programme.
- Produce information and data for a digital monthly bulletin
- Ensure the service is fully accessible and digitally optimised for all young people and their parents/carers, reflecting their diversity and range of interests, needs and aspirations.
- Embed and integrate yourself within the local district council areas and their local community by attending networking, promotional events and working groups to effectively promote the service, asset map local resources and support services, activities etc.
- Work with the Children's Services Team, Social Care agencies and other multidisciplinary professionals to enable the Young People to access the service.
- Engage with local community resources to identify opportunities and gaps and trends in services to help shape the service.
- Working with other agencies to ensure appropriate onward referrals for young people.
- Utilize the principles of participation and coproduction to involve young people in the planning, development, implementation, and evaluation of the Connect! Service.
- Sustain current groups and develop and coordinate new groups for young people, including within digital spaces, with a focus on shared areas of interest, social groups, skills development.
- Support a cohort of volunteers and provide opportunities to meaningfully involve them in the programme delivery and support of the young people.
- Ensure activity groups are sustainable, e.g., working to a budget and optimising funding opportunities, maximising the use of free venues and volunteers.
- Ensure young people have access to the support of volunteers/buddying systems to help remove the barriers of young people's attendance and involvement.
- Encourage Young People and Parent/Carers to actively participate in steering groups/advisory boards to ensure that co-production and sustained engagement is embedded and lived experience is represented throughout the programme.
- Work with the Children & Young People's Project Manager to contribute to meeting all funding, monitoring, and evaluation requirements, developing and utilising appropriate evaluation tools.
- Submit creative and comprehensive case studies, produce multi-media content for evaluation evidence and project promotion.
- Monitor and record data of people engaged and supported. Ensure all necessary data and information is recorded accurately and entered confidentially on Involve's database with awareness of information governance best practice (such as GDPR).
- Ensure the service and support to people is outcome focused and work innovatively and in coproduction with Young People, Parents/Carers to facilitate improved outcomes for people.
- Demonstrate and work to Involve values of excellence, innovation, can-do approach, valuing difference, and people first.
- Actively challenge discrimination and promote the values of equality and diversity within the service.
- Raise and address any barriers to young people/parents/carers accessing services, groups etc. and look to source a solution using community resources/funding/volunteers.
- Work to Involve Kent's safeguarding policy and procedures and take appropriate actions to ensure adults or children at risk of abuse are safeguarded appropriately. Discuss related concerns and be supported to follow appropriate safeguarding procedures (e.g. abuse, domestic violence and support with mental health) with management.
- Any other tasks and responsibilities that may be identified as necessary as the service evolves and develops.

<u>Person Specification</u>	<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> Resilient, confident, positive and with a methodical approach to planning of work 	X	
<ul style="list-style-type: none"> IT literate 	X	
<ul style="list-style-type: none"> Driven, solution focused and highly motivated to innovate and achieve successful outcomes 	X	
<ul style="list-style-type: none"> Experience of setting up and leading groups of young people to support them to achieve their goals and overcome barriers, recognising individual areas of challenge, special interest, and motivations 	X	
<ul style="list-style-type: none"> At least 3 years' experience of working with young people within a similar or transferable capacity 		X
<ul style="list-style-type: none"> Excellent organisational and administrative skills 	X	
<ul style="list-style-type: none"> Experience of utilising participation and co-production principles to create a project/service, enabling people with lived experience to steer and shape the outcome. 	X	
<ul style="list-style-type: none"> A JNC Level 3 Youth Work qualification 		X
<ul style="list-style-type: none"> Ability to learn and work to policies and procedures e.g., Safeguarding, Mental Capacity, risk management, person centred assessment and support planning. 	X	
<ul style="list-style-type: none"> Excellent communication skills, able to negotiate, build and sustain relationships, advocate for young people, and inspire others 	X	
<ul style="list-style-type: none"> Able to work as part of a wider team and community partners to undertake a wide range of tasks as required 	X	
<ul style="list-style-type: none"> Able to work with self-reliance and with confidence to take responsibility (within professional boundaries) 	X	
<ul style="list-style-type: none"> Outgoing, energetic, and passionate about improving the wellbeing of others 	X	
<ul style="list-style-type: none"> Lived or worked experience of the issues young people with ASC face and have an empathetic, positive, and patient approach 	X	
<ul style="list-style-type: none"> Good IT skills and experience of using a database or CRM system and the ability to set up, manage and facilitate digital and social media/online groups and activities 	X	
<ul style="list-style-type: none"> Experience of setting up events, activities, forums, and groups including risk assessing 	X	
<ul style="list-style-type: none"> Experience of working with volunteers 		X
<ul style="list-style-type: none"> Driving licence and use of a car 	X	