



Role title: Activities Coordinator

Responsible to: Buddy Up Coordinator

Contract: Part Time 18 hours per week per week to be worked flexibly including evening and weekend work

Salary: £18, 500 FTE (£8, 880 pro rata)

Status: Fixed Term until October 2019 dependent on funding

Closing Date: 20th March at 12 noon

Role Summary:

The Activities Coordinator will have responsibility for supporting the Buddy Up Coordinator with planning, resourcing, delivering and evaluating trips and activities for the participants of Warrington Youth Club's bespoke Buddy Up Programme, whilst providing essential support to young people with additional needs by supporting a case load of 20 young people.

The aim of the programme is to befriend young people with additional needs with a volunteer Buddy who will support them in engaging a variety of activities to build their confidence, self-esteem and social skills, aiding them to engage in the community in a way they never have previously.

Main Responsibilities

- To manage the caseload of 20 young people on the befriending service including the completion of initial needs assessments, managing the referral process, updating action plans, evaluating and monitoring progress for reporting purposes and attending necessary multi agency meetings
- To monitor and evaluate Buddy Up to ensure external and internal targets are achieved in line with funding requirements.
- To continue to deliver and develop all marketing campaigns of this programme including college and university open days, conferences and community events.
- Work with Warrington Borough Council Inclusion Team, Social Care and relevant agencies to ensure that the project is effectively promoted to the most isolated families and those who are not in receipt of existing services.
- To maintain key links with specific agencies including Warrington Voluntary Action.
- Ensure all project spend is within pre-set budgets and manage petty cash effectively. To implement financial procedures according to organisation policies.
- To plan, develop and deliver activity sessions including risk assessing all venues, settings and activities undertaken during Buddying sessions.
- To complete regular consultations with the disabled young people, families and volunteers to ensure the continual development of the Buddy Up programme.
- To pro-actively manage and facilitate the exit strategies for all young people who have completed their Buddy Up relationship.
- To keep up-to-date with legislation and government initiatives affecting youth work, in particular disabled children and young people and volunteering.

- To plan and facilitate the Buddy Up Family Film Nights; a bi-monthly Buddy Up activity and will work alongside the Buddy Up Co-ordinator to ensure this aspect of the programme is managed and marketed effectively to maximise attendances for the Buddy Up families. You will be in attendance at least one session each month.

Other

- To be flexible in your approach to your working week, the post requires that you work regular evenings and weekends, including residential.
- Represent the organisation at a number of relevant multi agency forums, maintaining and developing partnerships with external agencies to raise the profile of the organisation.
- Attend meetings when required, including operational meetings, individual team meetings as well as whole organisation meetings.
- Adhere to all legislation in line with the role, including Child Protection, Equal Opportunities and Safeguarding, Health and Safety and Data Protection.
- Manage the input of data onto the Onside Warrington Youth Club's membership system.
- To attend and be involved with the planning of key annual Onside Warrington Youth Club events including the Youth Awards and Vulnerable Families Christmas Meal.
- Undertake additional tasks as required by the Chief Executive, General Manager or Buddy Up Coordinator