



Role title: Activities Coordinator

Responsible to: Buddy Up Coordinator

Contract: Full time 37.5 hours per week to be worked flexibly including evening and weekend work

Salary: £20, 000 - £24, 000 dependent on experience

Status: Permanent

Closing Date: January 25th 12 noon

Role Summary:

The Activities Coordinator will have joint responsibility for supporting the delivery of Junior Youth Work operations including the Junior Youth Club Nights, Outreach Projects and a range of other projects including our Holiday Club offer as well as the Buddy Up Activities programme.

You will manage, develop and support the Part Time Youth Work Team and work closely with the Head of Youth Work to identify and cultivate existing and new provisions and programmes of activity for young people aged 7 – 11 years across Warrington as we prepare to become a Youth Zone.

You will work alongside the Buddy Up Coordinator to plan, resource, deliver and evaluate various trips and activities for the participants of the Buddy Up Programme, providing essential support to young people with additional needs.

Main Responsibilities

Junior Youth Club

- Work with the Head of Youth Work to deliver the strategic plan of Onside Warrington Youth Club's Junior Youth Work Offer.
- Work with the existing staff team to increase membership and attendance on a daily basis in line with the strategic plan.
- Manage the team through effective supervision, appraisals, team meetings, rostering, holiday allocation, sickness and absence management and timesheets.
- Manage the effective planning, coordination and delivery of all Junior Youth Work programmes.
- Manage the budget for Junior Youth Work and ensure all spends are within budget and financial efficiency is maintained.
- Work with the operational team to coordinate the training and personal development of all staff and volunteers, including contributing to the annual training plan, celebration events and team development activities.
- Collation of monthly trustee paperwork and KPIs.

Buddy Up

- 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, Head of Youth Work or Buddy Up Coordinator