



Town Hall
Market Hill
St Ives
Cambridgeshire
PE27 5AL
Charity number 1142913
www.kickyouth.org

JOB DESCRIPTION

JOB TITLE

- KICK Project Co-ordinator

HOURS

- Part time, 30 hours per week. Term time only.

PAYMENT

- £14 per hour

CLOSING DATE

Closing Date for Applications: Friday 14th July 2023. Please email your application form and CV to louise@kickyouth.org.

Interviews : Friday 21st July 2023

MAIN PURPOSE AND SCOPE OF THE JOB

To be accountable and responsible for the planning and delivery of youth services and alternative school provision under the direction of the Operations Manager.

To help young people (age 11- 19 years) grow to full maturity as individuals and members of society through the provision of a range of group activities and 1:1 sessions that develop their social, physical and mental capacities, promoting self-worth, independence, a sense of responsibility and respect for others.

To lead a team of sessional workers, providing support and supervision as appropriate

DUTIES AND KEY RESPONSIBILITIES

Planning and Delivery of youth work programmes to support young people

- Take a leading role in the planning and delivery of KICK projects.
- Promoting the participation of young people in the activities.
- Establishing relationships and a style of working that will enable the young people to safely learn and develop, in accordance with the principles and values of KICK.

Alternative School Provision

- To plan, co-ordinate and deliver programmes of work to Alternative Provision students, on a 1:1 or group small group basis, enabling them to achieve the best outcomes possible.
- To liaise with external agencies to ensure suitable provision is provided to each young person.
- To maintain weekly contact with referring school or agency to provide attendance information and updates on behaviour and progress.
- To keep Operations Manager, families and external agencies informed of progress, development and any concerns.
- To attend/provide information and data for, external meetings and reports where appropriate as requested by referring school or agency.

Evaluation of work

- Monitoring and evaluating of sessional work and Alternative Provision, including providing input to both internal and external reports when needed.

Principal Accountabilities:

- To work in accordance with and commit to KICK's policies and procedures including child protection, equal opportunities and data protection.
- To familiarise themselves with the local community amenities and providers of services for young people.
- Promote and champion KICK and its associated projects.
- To understand their role in the health and safety of young people, for the safeguarding of premises, furnishings and equipment, and also for the collection and recording of monies received in accordance with guidelines and instructions where appropriate.
- To report any Safeguarding concerns to the KICK Operations Manager in accordance with the KICK Safeguarding Policy.
- To attend supervision meetings and annual appraisals and to contribute to staff meetings and training courses as required.
- To carry out any other duties as may be deemed necessary by the Operations Manager and/or Trustees in line with the aims of the charity.

Person specification

	CRITERIA
SKILLS AND ABILITIES	<ul style="list-style-type: none"> · Ability to communicate effectively with young people and colleagues. <p>Ability to plan youth work and educational activities in a structured and balanced way appropriate to the needs of the young people.</p> <ul style="list-style-type: none"> · Able to lead and work effectively within a team and be able to plan, monitor, record, evaluate and prioritise a range of work requirements.
EXPERIENCE	<ul style="list-style-type: none"> · Experience of leading on planning activities and/or sessions for young people. <p>Able to demonstrate experience of successfully working with children and young people.</p> <ul style="list-style-type: none"> · Experience of working 1:1 with young people in both educational and community settings is essential.
KNOWLEDGE	<p>Knowledge of Health and Safety management including Safeguarding Procedures.</p> <ul style="list-style-type: none"> · Have undertaken, or be willing to take, Safeguarding children and young people training. Further CPD opportunities are available during employment.
PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS	<p>A high level of resilience and adaptability.</p> <p>Good attention to detail.</p> <ul style="list-style-type: none"> · Proven ability to communicate effectively within a range of settings using a wide range of communication skills. · Ability to create, maintain and develop professional positive relationships with young people, families, carers and wider partnerships. <p>Able to work flexibly including up to 3 evenings where necessary and travel to a variety of locations when required including evenings and weekends.</p> <p>Driving license and own car are essential. Mileage from office to schools/venues will be reimbursed.</p>