

## Job description – Youth Engagement Coordinator (Part-time)

### Organisational details

YMCA East Surrey  
YMCA Sports and Community Centre  
Princes Road  
Redhill  
RH1 6JJ  
T 01737 779979

YMCA East Surrey is a charitable company limited by guarantee and also a registered provider of social housing.

Charity registration no. 1075028

Company registration no. 03716594

Registered provider no. 4854

Post to be based at YMCA Hillbrook House, 68 Brighton Road, Redhill, RH1 6QT

### Directorate: Housing

### Responsible to: Housing Support Manager

### Responsible for: N/A

**Job purpose:** To coordinate the Resident Journey Program. This is a personal development activity and workshop programme called 'Y Focus' designed to aid not in employment, education or training (NEET) residents as part of their journey towards independence.

### Main responsibilities

- ▶ To promote, coordinate and deliver the Y FOCUS timetable
- ▶ Implement a timetabled support programme consisting of workshops and group activities for all residents with a focus on those who are economically inactive or are NEET
- ▶ To ensure the long term goals are met in that the inactive residents become active and independent as part of their journey with us
- ▶ To set up regular activities that will enhance residents life skills and confidence in areas such as physical activity and health, emotional wellbeing, team building skills and healthy living
- ▶ To liaise with managers and staff in other YMCA departments to arrange for them to deliver group sessions in sports, physical activity, emotional wellbeing, healthy eating and team building
- ▶ To develop effective systems of support for each young person and continually look at their development, including assessment of need and action plan process
- ▶ Ensuring all inactive residents participate on Y FOCUS
- ▶ Ensure that activities and workshops meet the needs of residents and can be adapted if necessary
- ▶ To ensure the workshops and activities stay fresh and exciting and the timetable reviewed and changed in line with residents needs
- ▶ Submit regular reports to relevant committees to ensure Y FOCUS progress is evidenced and transparent
- ▶ To lone-work from time to time when called upon and to adhere to the lone-working policy
- ▶ To be proactive in terms of safeguarding adults, young people and children at risk of harm in accordance with YMCA East Surrey policy and local and national guidelines and procedures. This includes showing a commitment to promote organisation-wide awareness and understanding of safeguarding, undertaking best practice and carrying out our legal and moral duties to respond to related concerns, disclosures or allegations appropriately

- ▶ To meet regularly with Housing Management and Housing team, attend relevant meetings, training and conferences as appropriate and agreed with Housing Management
- ▶ To undertake other tasks which may from time to time be required by the Chief Executive and the Head of Housing

The jobholder may be required to carry out other duties as directed by the Housing Support Manager, the responsibility level of which should not exceed those outlined above.

## **Discretion to act**

Long-term decisions and strategic changes will be made by the CEO and Head of Housing. You will be line managed by the Housing Support Manager.

## **Relationships**

The Youth Engagement Coordinator is part of the Housing team. Line management on a daily basis will be provided by the Housing Support Manager. You will have monthly one to ones and an annual appraisal. The Housing Support Manager will help decide on your priorities and objectives. You will also liaise with the CEO and other Senior Managers needing support.

## **Environment**

YMCA East Surrey is an independent charity, affiliated to the National Council of YMCAs, that has been responding to local need since 1870. Our aim is to help individuals to reach their full potential, especially those who are vulnerable or face disadvantage.

YMCA East Surrey operates primarily in the area served by Reigate and Banstead Borough Council, but also offers services in Epsom and Ewell, Mole Valley, Tandridge and West Sussex. Our four main centres are:

- ▶ YMCA Sports and Community Centre, Redhill
- ▶ YMCA Sovereign Centre, Reigate
- ▶ YMCA Hillbrook House, Redhill
- ▶ YMCA Family Centre, Horley
- ▶ YMCA Preschool Merstham Hub, Merstham
- ▶ YMCA Phoenix Centre, Tadworth

We also run two supported move-on accommodation projects in Redhill and Merstham.

Our friendly team of over 130 staff and volunteers deliver services and projects across three main areas:

### **Children and Young People**

- ▶ Y-Kids After School Club, Holiday Club & recreational activities incl. trampolining, gymnastics, football and dance
- ▶ Yippee and Yip4Youth short break play and youth schemes for children and young people with disabilities
- ▶ YMCA Horley Family Centre
- ▶ YMCA Pre-schools
- ▶ Y-Tots under 5's activities
- ▶ Y-Tots Crèche
- ▶ Children's Parties
- ▶ Early help youth work incl. youth clubs and street-based youth work
- ▶ Disability sports and social activities
- ▶ Volunteering opportunities, training and mentoring for young people
- ▶ Heads Together, free counselling service for young people

### **Health and Wellbeing**

- ▶ Fitness gym and group exercise classes
- ▶ Disability sport sessions
- ▶ Exercise Referral for adults with chronic health conditions or rehabilitating from an injury or illness
- ▶ Health Promotion services incl. NHS Health Checks, weight management sessions and free guided health walks
- ▶ Challenge fundraising events incl. large community events such as the annual Fun Run and Santa Run

## Housing Services

- ▶ YMCA Hillbrook House, supported accommodation for homeless young people incl. advice, support and access to a range of services to encourage independent living
- ▶ NextStep, a rent deposit guarantee scheme assisting families and individuals at risk of homelessness into sustainable, private rented accommodation
- ▶ Move-on accommodation for young people as a step towards independent living

Please visit our website or read our annual review for more information about YMCA East Surrey's work in the community - [www.ymcaeastsurrey.org.uk](http://www.ymcaeastsurrey.org.uk)

## Terms and conditions

**Hours of work** – 21 hours a week. The exact working pattern to be discussed at interview but ideally we are looking a flexible part-time role Tuesday – Thursday with possible out of hours duties to fit the need of the services and the job role. Time off in lieu to be available if out of hours' work is carried out.

**Salary** - ££28,041 FTE per annum (pro rota)

**Annual Leave** – Four weeks pro-rata plus bank holidays. Holidays increase after two years service to a maximum of five pro-rata after six years service. The holiday year runs from 1 April to 31 March each year.

**Benefits** - The post holder will be entitled to free use of the YMCA East Surrey fitness centre in Redhill and half price YMCA childcare for dependents. There is free parking available at YMCA East Surrey sites. YMCA East Surrey also operates a Bike to Work Scheme.

**Pension** - There is a YMCA East Surrey pension scheme - details available on request.

## Closing date and interviews

Closing Date is 26<sup>th</sup> February at 5pm

Interviews are scheduled for 29<sup>th</sup> February and 1<sup>st</sup> March

## Person specification

### Qualifications, training and understanding

Essential	Desirable
Knowledge and understanding of the needs of young people	Equivalent L3 NVQ or higher in housing, social work or youth work
Knowledge of housing/hostel provision and/or youth work services	
Understanding of working within Equal Opportunities and Diversity issues	

## Experience

Essential	Desirable
Experience of housing or hostels, or working with young people	Experience of youth work/work with disadvantaged young people
	Experience within the YMCA Movement

## Abilities, skills and attitude

Essential	Desirable
To have excellent communication skills and be a team player to contribute to team practice	Good communication skills (written and verbal)
To have experience of group work and/or 1-2-1 skills	Able to respect the Christian Ethos of the YMCA and uphold its values
Able to manage time effectively and prioritise conflicting demands for self and others	Interviewing skills
Able to liaise effectively with external organisations	Skills in assessing needs in relation to housing and resettlement and to identify key areas for support
Competent computer skills –e.g. Word, Excel, Access	
Proactive in organisation, with colleagues and clients	
Willing to work unsocial hours including weekend and bank holidays	
Ability to motivate others	
Ability to monitor and evaluate work	
To develop and maintain good working relationships and encourage resident participation	