

Groundwork Cheshire Lancashire & Merseyside (GCLM)
Job Description & Person Specification

Job Title:	Youth and Community Development Coordinator
Service:	Communities
Hours of work:	Full Time (36.25 hours per week)
Pattern of work:	Flexible hours to meet the needs of the project. This will involve occasional evening and weekend work.
Office base:	@TheGrange, Dinmore Avenue, Blackpool FY3 7RW
Work locations:	Blackpool
Salary:	£20,965 – £24,922
Reporting to:	@TheGrange Project Manager
Responsible for:	Not applicable
Type of Contract:	Permanent
Benefits	Auto Enrolment Pension Scheme Annual Holidays (25 days) + 1 additional gratuity day for Christmas closure + Public Holidays Flexible working arrangements, depending on the needs of the role Employee Assistance Programme Appropriate training provided

BACKGROUND

@TheGrange is a thriving community centre located in Grange Park, Blackpool. Recently refurbished it includes a community farm, café and shop as well as a pharmacy, a convenience store, a library and a community theatre space. @TheGrange is managed on behalf of Blackpool Council and the Grange Park local community by Groundwork.

We are looking to appoint a Youth and Development Coordinator to lead on our targeted work supporting people on Grange Park. The role will involve the delivery of range of activities to young people involved in a variety of new groups within the centre. In addition to this the successful candidate would be tasked with wider development and engagement work within the centre to support as many people as possible.

For more information about Groundwork and the @TheGrange project please see <https://www.groundwork.org.uk/projects/at-the-grange/?hub=140>

SCOPE OF THE ROLE

We are looking to appoint a Youth and Development Coordinator that is excited by the idea of working with the community at a grass roots level – and who has the skills and expertise to help them achieve transformational change.

Applicants must be dynamic and creative and will be required to engage and support local people in an effective and collaborative way. The role will include:

- Delivering a broad range of activities with young people who access the Centre.
- Supporting local residents to establish activity groups and support them to self-govern in a financially sustainable manner.
- Empowering the local community and ensuring their needs are at the heart of the Centre's work.

This role requires a clear DBS check.

MAIN DUTIES & RESPONSIBILITIES

1. Youth Development

To deliver a range of activities to different groups of young people supporting their personal development, health and wellbeing and inclusion within the local community.

- a) To lead on all aspects of youth work on site including the planning, development and delivery of activity with young people
- b) To ensure adequate processes are in place with activity groups in relation to Safeguarding and Health and Safety
- c) To link to wider partners delivering youth activities on Grange Park to ensure that services support each other and maximise impact

2. Engaging Local People

To develop a programme of outreach activities that engage the local community in the development and delivery of @TheGrange.

- a) To provide a pivotal co-ordination role for the local community residents, to build trust between the centre and its local population
- b) Seek and understand local stakeholder needs and provide a balanced usage plan for the centre
- c) To work with all stakeholders to deliver a viable and sustainable activities plan for the centre
- d) Utilise all forms of media to promote the centre locally, to include social media, website, photography and promotional materials

3. Empowering Local People

To support local residents to take an active role in delivering services form @TheGrange and take a lead on managing groups on site.

- a) To lead the development of an active Friends of Group ensuring the voice of the local community is embedded in the heart of activities delivered from @TheGrange
- b) To undertake consultation work with local people and partner organisations to identify issues and potential solutions, ascertain options and drive forward a consensus
- c) To deliver activities that are identified as having benefit for the community including large scale public events
- d) To support local residents to set up their own groups and implement procedures to ensure they can self-govern and work in a safe and sustainable manner
- e) To assist with recruitment and support of volunteers in the delivery of projects

4. Any other reasonable duties as required by the Trust, by funders or by the line manager.

ORGANISATIONAL RESPONSIBILITIES

1. **Investors in People** - Groundwork Cheshire Lancashire & Merseyside is committed to maintaining its Investor in People (IIP) status and you are expected to support the ongoing development of IIP.
2. **Health & Safety** - All staff and volunteers have responsibility for ensuring that their working environment is healthy and safe and that staff and volunteers for whom they are responsible for, or working with, are not placed at risk. All staff and volunteers will be expected to familiarise themselves with and adhere to the current Health & Safety Policy.
3. **Equal Opportunities & Diversity** - Groundwork Cheshire Lancashire & Merseyside strives to be an equal opportunities employer and operates an Equal Opportunities policy. It also recognises the benefits that a diverse workforce brings to the organisation and welcomes this.
4. **Data Protection** - Groundwork Cheshire Lancashire & Merseyside endeavours to comply with the Data Protection Act 2018. It may be necessary to disclose personal data to funding bodies - where a role is funded externally - in order to comply with their funding requirements. If this applies to you we will inform you about what information is shared.
5. **Personal Development** - All staff and volunteers will be expected to participate in a broad range of personal development activities in line with best practice and take responsibility for identifying own learning needs in order to fulfil the requirements of the role and support career progression.
6. **Corporate Training** - All staff and volunteers will be expected to attend and fully participate in the Trust's Corporate Training Programme.

Note:

This is a description of the job as it is currently envisaged at the date noted in the footer. It is the Trust's practice to review, from time to time, employee job descriptions and to revise them to ensure that they relate to the job that is being performed and/or to incorporate any changes being proposed. Any changes will be led by your line manager in consultation with you and any amendments will be approved by the relevant Service Director. You will have the opportunity, and are expected, to fully participate in such discussions. This job description is broad-based and is not intended to be an exhaustive list of all possible duties, as it is recognised that jobs may change over time. Should the duties change significantly, the post and salary level will be fully reviewed.

Person Specification (requirements to carry out this role)

	Essential (E) Desirable (D)	Assessment Method
Education, Training & Qualifications		
GCSE Mathematics and English language grade C or above (or equivalent)	E	A
Recent Safeguarding training	E	A
Nationally recognised Youth Work qualification		D A
First Aid at work certificate		D A
Community Development qualification		D A
Experience		
Experience of co-ordinating and delivering activity in a community setting	E	A / I
Experience of designing and delivering activities with young people	E	A / I
Leading community groups to self-manage through 1:1 support and mentoring		D A / I
Managing health and safety and developing risk assessments	E	A / I
Managing multiple small projects to meet deadlines		D A / I
Knowledge		
An understanding of the purpose of @TheGrange	E	I
Knowledge of relevant funding streams		D I
A good understanding of Data Protection and handling personal data in the office and on site.		D I
Knowledge of the local area and common issues faced within the local community		D I
Skills and Abilities		
Pro-active, self-motivated and confident.	E	I
Ability to act as both role model and team player.	E	A / I
Work to deadlines, completing work to a high standard	E	A / I



Good communication skills and ability to relate to people from a range of backgrounds.	E		I
Creatively able to solve problems and design services that support a broad range of participants.	E		A / I
Computer literate including, internet, Word, Excel, PowerPoint, email and social media	E		A
Good level of numeracy, literacy and financial management skills	E		A / I
Personal Qualities and Commitments			
A commitment to understand and follow all GCLM Core Policies in all work practices.	E		A / I
A demonstrable commitment to the aims and objectives of Groundwork, ensuring awareness of the up to date Mission and Vision Statements.	E		A / I
Willingness and ability to support the service team out of hours, including occasional evenings and weekends, as and when required.	E		A / I
Able to demonstrate integrity, diplomacy and tact when met with challenging situations	E		I
Committed to personal development	E		I

Assessment Key:

A (application form), **I** (interview), **P** (presentation), **E** (exercise), **R** (role play)

Note to applicant:

Should you have any questions about the assessment methods, please do not hesitate to contact Human Resources on 01942 821444 who will be happy to answer any questions and/or address any special requirements.

Employee: (name in caps)	Employee: (signature)	Date: (signed)