



Programmes Co-ordinator

Appointment Brief

Programmes Co-ordinator

If you want to change lives, call us - we want to hear from you!

Become part of a dynamic charity, with a great mix of people committed to making a real difference for young people through a range of fun and challenging programmes and initiatives.

Action4Youth changes lives and creates better chances for young people by creating opportunities to discover their personal strengths and potential.

We work with young people from all backgrounds and all abilities to make a real difference to their futures.

We are a respected and dynamic charity based in Buckinghamshire and Milton Keynes but reaching young people across the wider south east region.

This is an opportunity for someone with a can do attitude and a strong desire to make things happen.

You will join a supportive, driven, committed team whose desire to achieve is matched by an intention to enjoy work on a day to day basis. You will be based in Aylesbury. You should expect to enjoy being part of a collaborative, loud and energetic organisation.

Our Mission

To support all young people's growth towards fulfilling and responsible adult lives, Action4Youth develops physical, mental, spiritual, moral and cultural abilities which act as:

- A Springboard towards realising dreams
- A Safety Net for those at risk
- A Voice of influence from the young and for the young

In order to benefit as many young people as possible while maintaining Action4Youth's financial stability, we partner with those (government, schools, youth clubs, businesses, trusts and foundations and others) who share our mission.

What we do

Action4Youth delivers various youth programmes including; the National Citizen Service (NCS), Grow Your Ambition, The Inspiration Programme (TIP), The Breakout Programme, The Junction and an established mentoring programme.

Action4Youth takes the strategic lead for the voluntary organisations supporting children and young people aged 5 – 25 years across its area. It has around 75 organisations in membership and offers a range of essential support and services.

Our outdoor education centre, Caldecotte Xperience in Milton Keynes, creates opportunities for young people to have amazing, challenging, fun and sometimes transformational experiences. They learn what they can do rather than what they can't, building their confidence and self-belief.

Action4Youth is the operating authority for Buckinghamshire, Milton Keynes and Northamptonshire for Open Awards Groups for the Duke of Edinburgh Award Scheme.

JOB DESCRIPTION

JOB TITLE:	Programmes Coordinator
BASED IN:	Aylesbury, Buckinghamshire
REPORTING TO:	Programmes Leader
HOURS:	37 hours per week – the role requires some evening, weekend and residential work
LEAVE:	28 days holiday per annum plus bank/public holidays
CONTRACT:	Maternity cover with possible extension
SALARY:	£22-£28,000 dependant on experience
PENSION:	Up to 3% matched contributions
TRAVEL:	Travel around Buckinghamshire, Milton Keynes and surrounding counties will be necessary.

Main Purpose and Scope of the Role

High quality planning and delivery of Action4Youth programmes: this includes NCS (National Citizen Service) and Breakout predominantly but can include work across other programme delivery.

NCS (National Citizen Service)

NCS is a government-funded initiative that brings together schools, community organisations, businesses and individuals to build a stronger and more cohesive society. Action4Youth is the Delivery Provider for the Live It and Change It themed programmes, each programme is a residential experience from Monday- Friday.

This role will work collaboratively to successfully deliver all aspects the NCS programme for Action4Youth. Key phases of each programme include planning and preparation, programme administration, and working as both a Team and Wave Leader on the residential programmes. Whilst you are working as a wave leader you will be responsible for managing a team of seasonal staff.

Duties and Key Responsibilities

- Use of the NCS CRM system Salesforce

- Administration of data and retention of young people prior to programme
- Assisting the Programmes Leader and Manager to plan and deliver engagement activities for young people and their parent/guardians
- Planning for all areas of delivery, including, timetabling, session plans, transport bookings and administration of young people's personal data
- Wave lead NCS residential programmes of around 100- 160 young people and manage the seasonal staff team
- Work as a Team Leader on residential programmes and guide young people through the programme

Breakout

The Breakout programme is an Action4Youth initiative for young people who are identified as at risk. Breakout is an opportunity for students to participate in a twelve-week programme that focuses on key skills such as self-confidence, leadership and positive decision making through a targeted programme of outdoor adventurous activities and classroom sessions. Students will learn about the impact of knife and gang related crime and how to make positive decisions and life choices.

Duties and Key Responsibilities

- Liaise with schools and partners to plan the programme and timetable of activities
- Deliver 1:1 mentoring sessions with young people using the Outcomes Star tool to track their progress
- Lead the group through the timetable of activities and allow them to reflect on their personal experiences
- Effectively manage the behaviour of the young people whilst on programme
- Report any Safeguarding concerns to the school Designated Safeguarding Lead (DSL)

General Responsibilities

- Support events and meetings when required.
- Support the continued development of quality standards as specified by Action4Youth.
- Support in other areas of the organisation as required by the CEO
- To have regard for the vision of Action4Youth and to display a commitment to equal opportunities and to the protection and safeguarding of children, young people and vulnerable adults.
- Report any behaviour, conversations or comments which are inappropriate within a setting for children and young people.

- To carry out any other Action4Youth duties as required by your Line Manager, CEO or Directors.
- Administering own workload which includes meeting targets and deadlines in line with the Action4Youth Performance Management System.
- Attending relevant CPD training events in line with Performance Management appraisal.
- Undertaking responsibility, as part of the team, for all Health and Safety work related matters.
- Working within the guidelines of Action4Youth policies and procedures.
- Act as an Ambassador for Action4Youth at all times

Person Specification: Programmes Co-ordinator	Essential (E) Desirable (D)	Demonstrated at: Application (A) Interview (I)
Skills, Experience and Knowledge		
Previous work experience in the youth, education or community sector	D	A
Experience of planning, monitoring and evaluating work with young people	D	I
Experience of working with young people in a residential or outdoor setting	D	A
Excellent communication skills, including being able to positively engage with young people from a wide range of backgrounds and actively involve them in the decision-making process.	E	I
Confident user of IT, including Excel, Word, PowerPoint	E	A
Experience of using a CRM system	D	A
Experience of using social media for business purposes	D	A
A full UK driving licence and access to a vehicle	E	A
Practical experience of designing and delivering presentations to a varied audience	D	I
Qualifications		
A strong academic record or equivalent experience	D	A
Personal Attributes		
A team player with a cheerful disposition who is outgoing, friendly, approachable, flexible and enthusiastic	E	I
Committed to young people's personal and social development and to providing opportunities which enable them to reach their full potential.	E	I
Integrity and discretion when dealing with sensitive information and compliance with data protection requirements	E	I

A flexible approach to work including willingness to take on tasks outside the normal remit and to work irregular hours.	E	I
Confidence to present to and motivate large/small, formal/informal meetings	E	I
Ability to understand and deliver effective communications to diverse audiences.	E	I
Prioritise and manage large workloads.	E	I
Ability to work alone using own initiative	E	I
Be committed to personal development and further training, as appropriate to the development of the role and Action4Youth	E	I

To Apply

To apply for this role please send a copy of your CV and a covering letter explaining why you are applying for this position to office@action4youth.org

If you would like an informal chat regarding the role, please email Emily Davis emily.davis@action4youth.org or Rebecca Fillingham Rebecca.fillingham@action4youth.org or call 0300 003 2334

Closing Date for Applications: Monday 21st August

Interview Dates: To Be Confirmed

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