



## **Young Roots Project Coordinator - Croydon**

<b>SALARY:</b>	£30,478 pro rata
<b>Reports to:</b>	Service Manager
<b>Direct reports:</b>	Project Worker and Volunteers
<b>Budget Responsibilities:</b>	Oversight of the activity budget for the Advice and Support Hub, Youth Group and other youth activities

21 hours per week  
Confirmed hours:  
Thursdays 12.30-8pm  
Fridays 9.30-1pm

Other hours are negotiable although being able to attend activities on Monday or Tuesday afternoons occasionally would be an advantage.

### **MAIN PURPOSE AND SCOPE OF THE JOB**

The Young Roots Project Coordinator in Croydon is responsible for the development, oversight, planning and co-facilitation of activities and support for young refugees and asylum seekers we work with. You will be focused on ensuring our activities achieve our outcomes and identify areas for change and development under the direction of the Service Manager. An excellent communicator and skilled at working with partners, you will be key in the implementation and running of our new weekly Advice and Support Hub run alongside our established youth group. You will also manage our Project Worker and oversee our girls group, holiday activities, cycling project and other projects as they develop.

You will prioritise the participation of young people in all activities, ensuring excellent safeguarding by following our policy and protocols, and ensure that we collect excellent data for monitoring, evaluation and to aid our future planning. You will also assist with staff and volunteer recruitment, and reporting to our funding partners.

### **Job Description**

1. To be responsible for coordinating and delivering our programme of youth activities in Croydon

ensuring you, our Project Worker and volunteers are focused on achieving our outcomes and impact for young refugees and asylum seekers. Our current activities are:

- The new Young Roots weekly Advice and Support Hub working with external partners, our Caseworkers and volunteers.
  - Our weekly Girls Group sessions for young asylum seekers and refugees, run in partnership with the Refugee Council.
  - Our weekly cycling project run in partnership with The Bike Project.
  - A programme of fun, educational, orientation trips.
2. To play a key role in the delivery of our new weekly Hub project. This includes
    - overseeing the overall smooth-running of the Hub and managing the Project Worker who will lead on the youth activities provided there.
    - To act as the point of contact for Hub Partners, to liaise with them as to when they will attend the Hub and in the case of any issues arising
    - ensuring there are adequate volunteers/staff present to run the session safely
    - To lead and record hub debrief meetings with staff, volunteers and partners
  3. To ensure the views of young people are central to the shaping and delivery of all youth activities in Croydon. Part of this is to be responsible for ensuring young refugees and asylum seekers in Croydon can meaningfully participate in the Young Roots Leadership group, working with Project Worker and Service Manager.
  4. To identify, propose and with agreement from the Service Manager, develop and run new projects meeting unmet need and with advice from young refugees and asylum seekers in Croydon and surrounding areas, as agreed with your line manager.
  5. To ensure targeted outreach to young asylum seekers and refugees, publicising projects creatively and appropriately.
  6. To ensure accreditation for young people (e.g. through ASDAN/Arts Awards), managing our Jack Petchey award scheme and entering young refugees and asylum seekers and Young Roots into relevant award and recognition programmes.
  7. To run some activities yourself including leading trips.
  8. To ensure excellent safeguarding practice, and at all times following our Safeguarding Policy, reporting any Safeguarding incidents ensuring the Services Manager is informed, and appropriate, timely action is taken.
  9. To manage staff and volunteers ensuring we have adequate cover at all our activities:
    - To have a supportive and performance focused approach to line management of the Croydon Project Worker ensuring regular supervisions and annual Performance and Development Reviews.

- Line manage and supervise volunteers to enable them to support activities with young people
- Assist the Services Manager with recruitment and induction of staff and volunteers

#### 10. Monitoring and Evaluation

- Ensure activities in Croydon are monitored and evaluated in line with the agreed protocols.
- Conduct and record meetings and debriefs with staff and volunteers at the start and end of each activity session, speaking to parents/carers and professionals about the impact of the project.
- To be responsible for reporting to key funders.
- To keep registers of attendance and updating our project database with contact details for young people, attendance information, evaluation data and referrals made

#### 11. Partnership Working

- To build collaborative relationships with partners and referral organisations, attending partnership meetings as required.

#### 12. General Responsibilities

- To have a creative approach to your work highlighting new areas of need/new service ideas to the team and your manager.
- To attend regular supervision, project planning, team and debrief meetings as agreed with your manager
- To attend and take part in training as agreed with your manager
- To attend Clinical Supervision (optional)
- To read, understand and agree to Young Roots youth participation statement.
- To read, understand and agree to Young Roots child protection/safeguarding policy.
- To read, understand and implement the Young Roots Equal Opportunities policy

<b>PERSON SPECIFICATION - CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• A creative approach to work</li> <li>• Ability to use own initiative and work independently</li> <li>• Excellent team working skills</li> <li>• Excellent organisation administrative and IT skills</li> <li>• Excellent leadership skills and ability to inspire confidence in those around you</li> <li>• Excellent time management skills</li> <li>• Ability to work under pressure with competing demands whilst maintaining high standards of service</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to speak one or more refugee community languages is highly desirable</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of direct youth work with young refugees and asylum seekers aged 11-25 years</li> <li>• 2 years experience of planning and delivering activities for young people</li> <li>• Experience using participatory methods to work with young people</li> <li>• Experience of managing and motivating staff and volunteers</li> <li>• Experience of project management</li> <li>• Experience of carrying out monitoring and evaluation activities</li> <li>• Experience of outreach work with refugee and migrant communities</li> <li>• Experience of successful partnership working</li> <li>• Experience of coordinating busy, client facing, multi partner projects</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the local area (Croydon and surrounding boroughs)</li> <li>• Experience of delivering English language learning</li> </ul>
<b>QUALIFICATIONS</b>		<ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• Postgraduate qualification in refugee studies or related subject</li> <li>• Youth Work qualification</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of the UK asylum and social</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of schools, colleges and other organisations working</li> </ul>

	<p>care systems for Unaccompanied Asylum Seeking Children, young asylum seekers and refugees</p> <ul style="list-style-type: none"> <li>• Understanding of the challenges experienced by young refugees and asylum seekers in London</li> <li>• Knowledge of and commitment to participatory methods of working with young people</li> <li>• Knowledge of child protection issues and safeguarding processes</li> </ul>	<p>with young refugees and asylum seekers in the local area (Croydon)</p>
<p><b>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</b></p>	<ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Trust and integrity</li> <li>• Understanding of the challenges of running a small charity</li> <li>• Commitment to Young Roots' values</li> <li>• Willingness to work outside usual office hours</li> <li>• Willingness to undergo a DBS check for Young Roots</li> </ul>	