

Young Persons Hub Coordinator

Bury St Edmunds

- To create, develop and manage a programme of education, employment and training corresponding to local needs, client needs and service priorities and corresponding to Trust strategic plans.
- To widen participation and promote social inclusion in young persons community programmes.
- To proactively identify opportunity to engage the media and identify platforms to share learning and engage with relevant debates on young peoples services.
- To have a lead responsibility for the development of our new Bury St Edmunds Hub
- To manage, develop and provide supervision for sessional youth workers and other staff as required.
- To take operational responsibility for the Hub and Social Enterprise Café.

Terms and Conditions

Salary: £25,934 to £29,608 + contributory pension scheme

Hours: 37 hours per week as per rota
Some evenings and weekends may be part of the service delivery

Training: Comprehensive training package available to all staff

Contract: Initially a Fixed Term of 2 years with potential to extend in line with funding

For more information contact emma.ratzer@accessct.org

Closing date is Monday 6th September
Interviews Monday 13th September

Please note: The role involves working with vulnerable adults and young people; a satisfactory enhanced disclosure from the Disclosure and Barring Service is required.



Job Description

Job Role – Specific

- Develop and maintain close understanding of emerging best practice and identify opportunities to engage on behalf of Access Community Trust.
- To be responsible for developing the hub to maximise its profitability and make it sustainable.
- To deliver and evolve the café business plan in partnership with the Social Enterprise team.
- To be responsible for developing and delivering local advertising, publicity and promotion in partnership with internal and external stakeholders.
- To support the growth and development of youth events at the Hub and café on weekdays in partnership with internal and external stakeholders.
- To create strategies for ensuring young people’s voices are heard and acted upon.
- To work with and ensure young people and their needs are at the centre of communications messaging to each other, to influencers and employers.
- Work with senior management team to develop our young persons enrichment strategy.
- Oversee existing contracts and secure new ones.
- Ensure collaboration with the local young people and other stakeholders to facilitate young people’s participation in design and co-delivery of training and education.
- Maintain and develop the current young people’s network ensuring diversity of gender, culture, faiths and involvement of young people at risk.
- Ensure all necessary monitoring and reporting systems are in place, to deliver reports and funders’ outcomes as required.
- To promote the value and awareness of the Hub across the locality by organising a variety of activities for staff, stakeholders and learners.
- To develop resources for enterprise and employability to support learners who are not in employment, education or training.
- To deliver an agreed number of training/education programmes.
- To identify employment opportunities to advertise to learners.
- To ensure effective and efficient systems are in place to plan, monitor, budget and review all Hub activities.
- To be responsible for local strategic development and the quality of activities in conjunction with other staff.
- To lead, develop and actively support staff to deliver high quality young persons education provision within the area.



Job Role – General

- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- It will be necessary to work with information technology and associated systems in accordance with contractor policies.
- To co-operate in complying with relevant Health & Safety legislation, policies and procedures in the performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with the Trusts equal opportunities policies.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.
- To participate in Senior Management and Fundraising events as requested.
- To be responsible for supporting and supervising young people, including taking action to ensure acceptable behaviour at all times.

Person Specification - Essential

- Experience of delivering and developing youth based education and training activities, and hold or obtain Youth Work Level 3 certificates of equivalent.
- At least 3 years' experience of management or co-ordination.
- Experience of planning and delivering training.
- Experience of budget management and financial reporting.
- Ability to motivate, inspire and energise teams to achieve successful outcomes.
- Confidence to make decisions and take ownership.
- Experience of monitoring and recording projects using, demonstrating outcomes, presenting reports and designing action plans.
- Enthusiastic and influential communication skills, capable of building beneficial and positive networks.
- Ability to travel across Bury St Edmunds and surrounding areas without the need for public transport.
- Competent use of MS Word, Excel and Outlook, databases, social media.
- Knowledge of local and national youth unemployment trends and an active interest in employment, training and education sectors.
- Sound knowledge of health and safety issues and safeguarding procedures to ensure a safe environment is provided for members, staff, volunteers, supporters and visitors.
- Commitment to the Trusts purpose and values including equality and social inclusion.
- To attend all mandatory training and job specific training as required, participating fully in the Trust supervision and Personal Development Process.
- Driving licence

We encourage applications from all sections of the community particularly those with personal or previous experience of homelessness and / or social exclusion

