**Job Title: Children & Young People’s Co-ordinator**

**Salary: £26, 306 to £27,931 depending upon experience**

**Location: BLGC Sites and Home Working**

**Reports to: Service Manager, Targeted Youth Services**

**Contract: Permanent**

**Hours: 35 hours per week**

**The Charity**

Bolton Lads & Girls Club (BLGC) is an innovative, dynamic, and progressive children and young people’s charity based in Bolton. Established in 1889, our mission statement is “to enable children and young people, especially those from disadvantaged backgrounds, to live happier, healthier and positive lives by providing somewhere to go that's safe and modern, something to do that is inspiring and engaging, and someone to talk to when they need it the most”.

Open 51 weeks of the year, we provide a vast array of opportunities to improve the lives of our 4,000 active members through universal and targeted services. We employ around 100 people and have the support and commitment of 100 volunteers. Over the last few years we have seen the demand for our services increase significantly and we’ve set ourselves a target to help more young people than ever. We have recently re-opened our main centre in the heart of Bolton following a major £2.6m refurbishment. It’s an exciting time to join BLGC!

**Our Vision and Mission**

**Vision**

Every young person in Bolton has the opportunity to be the best they can be.

**Mission**

We will provide great places to go, positive things to do, and people that care.

**Our Key Principles**

* Keep things simple.
* Always do the right thing.
* Offer excellent customer service.
* Provide an environment for people to be the best they can be.
* Be exceptional in the moments that matter.

**Our Values**

**Driven** **Caring**

We don’t give up and we do whatever it takes. Genuine people who care make the difference.

**Empowering Excellence**

We enable people to be the best they can be. We aim to deliver the highest standards of service and continuously improve through robust quality assurance and innovation.

**Fun**

If you enjoy what you do, you do it better! Work is

serious and we do it with a smile on our face.

**About the role**

You will be an energetic, solution focused and creative to ensure the best outcomes for children and young people on our Mentoring Service. Coordinating a caseload of young people who have been referred for a range of reasons, you will be responsible for ensuring children and young people get the most out of their mentoring experience. You will match children and young people aged 8 years plus with trained volunteers and supervise the relationship, or directly work with a young person dependent on what that child needs.

A good communicator with excellent interpersonal skills is needed to engage and negotiate with children and young people. Attending a variety of professional meetings is key to the role, to best understand how to support a young person and volunteer in building their self-esteem, self-confidence and resilience and raise aspirations.

Meeting targets as outlined by funders is a crucial element of the role and ensuring the quality of support children/young people and their volunteers receive to achieve positive outcomes. You will work in a team delivering training to volunteers and organising group activities.

This role requires a flexible working pattern and you will be expected to work evenings and occasional weekends. You will also be expected to travel to different venues/locations.

**Main Responsibilities**

* To offer direct support and interventions to young people to assist them in reaching their identified goals.
* To match children/young people with volunteers and provide support to manage and monitor the relationship they share.
* To maintain regular contact with both parties ensuring regular updates to include young person’s progression, any issues or concerns, professional information sharing.
* To monitor, supervise, support and guide volunteers, organising appropriate training when needed to ensure they have relevant skills and knowledge to support the young people they are matched with.
* To attend professional meetings and work with other relevant agencies to keep young people safe, thrive and work towards their aspirations.
* To complete all necessary assessments prior to match and ongoing assessment tools to measure outcomes, impact and capture young person’s views wishes and feelings.
* To record work using case management database.
* To ensure all necessary safeguards are followed and checked with volunteers.
* To work with and support children/young people from diverse backgrounds focusing on building self-esteem, self-confidence and resilience using a trauma informed approach.
* Work alongside colleagues across BLGC to ensure young people can access the opportunities the organisation has to offer.
* To signpost to other agencies and create exit plans that provide supportive pathways once they have left the service when necessary.
* To write quality case studies and good news stories that demonstrate the impact of the work.
* To be involved in the development and delivery of training of volunteers and to assist with events that ensure volunteers feel valued, supported, and have a sense of belonging.
* Ensure that you follow safe practice, manage risk and constantly review your casework.
* To actively take part in reflective supervision and performance reviews.
* To keep children and young people safe in line with safeguarding policies and local authority arrangements around safeguarding.
* To participate in reflective supervision, both individually and as part of the team.
* To understand and adhere to policies and procedures at all times, with particular emphasis on equal opportunities, health and safety and safeguarding.
* To undertake any other work requested by your line manager.

**PERSON SPECIFICATION**

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| --- | --- | --- | --- | --- |
|  |  | **Essential**  ✓ | **Desirable**  ✓ | **Method of assessment**  ✓ |
| **Qualifications** | | | |  |
|  | A minimum of GCSEs in Maths and English grade C or above | ✓ |  | A |
|  | Qualifications in related field: Degree in Youth & community Work; Child Development; Social Sciences; Social Worker Degree / qualification |  | ✓ | A |
| **Experience** | | | |  |
|  | A minimum of 3 years’ experience of direct work with children and young people | ✓ |  | A |
|  | Experience of making assessments on risk and the needs of children/young people | ✓ |  | A |
|  | Experience of engaging children and young people from a variety of backgrounds. | ✓ |  | A |
|  | Experience of planning and delivering activities that enable children/young people to achieve set outcomes | ✓ |  | A |
|  | Experience of working with children in care or on the edge of care |  | ✓ | A |
|  | Experience of partnership working with other agencies to promote the best outcomes for children and young people | ✓ |  | A |
|  | Experience of delivering training |  | ✓ | A/I |
|  | Experience of working in the voluntary sector |  | ✓ | A/I |
|  | Experience of line managing and supporting volunteers |  | ✓ | A/I |
| **Knowledge and Skills** | | | |  |
|  | Excellent interpersonal and relationship building skills | ✓ |  | I |
|  | Ability to work on own initiative, prioritising and working to deadlines and work under pressure at times | ✓ |  | A |
|  | Ability to write reports and accurate case notes | ✓ |  | A |
|  | Working knowledge of safeguarding and child protection | ✓ |  | I |
|  | Proficient IT skills | ✓ |  | A |
|  | Knowledge of Children’s Rights |  | ✓ | I |
|  | Working knowledge of the care system and the issues that children in care face |  | ✓ | A |
| **Personal Attributes** | | | |  |
|  | Non-judgmental and empathic attitude | ✓ |  | I |
|  | Positive attitude and self-motivated | ✓ |  | I |
|  | Resilient and solutions focused | ✓ |  | I |
|  | Good home internet access and work-space | ✓ |  | A |
|  | Full Driving licence and use of vehicle | ✓ |  | A |

**Special Requirements:** In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS.

**Method of Assessment Key:**

A Application Form

I Interview