## 

## ROLE PROFILE

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| **Job title** | Inclusion Co-ordinator (Fixed Term – 9 months but we are hoping to expand this beyond June 2022, funding dependant) | **Salary:** | £18,000 - £23,000 depending on experience and qualifications |
| **Reporting to:** | Deputy Head of Youth Work | **Holidays:** | 25 days plus 8 Bank Holidays (pro rata) |
| **Location:** | Wigan Youth Zone | **Hours:** | 40 hours – (flexibility required, including evenings and weekends) |
| **Key Relationships:** | Youth Zone staff, Young People, Parents, External Stakeholders, Chief Executive, Board Members | | |
| **Benefits:** | Gym Access, Training opportunities and CPD – including First Aid, Safeguarding, Health and Safety etc. Career Development Opportunities, Access to the Onside Talent Academy, Birthdays off, Employee Assistance Programme (EAP), Cycle to Work Scheme | | |

**Role purpose:**

We are looking for somebody who can ensure Wigan Youth Zone and all its activities are inclusive to all young people. The ideal candidate will support community cohesion and provide an environment where members from diverse demographics, and those with disabilities and additional support needs feel safe.

This role will have clear targets to broaden and increase overall participation rates and ensure participation is representative of the demographics of Wigan and Leigh. You will carry out targeted outreach and partnership work across the borough to promote Wigan Youth Zone and gain an understanding of the barriers to participation and work to overcome these. Most importantly ensure all young people are welcome and feel able to participate in all activities, no matter who they are.

**Context of the post:**

Since opening, the Youth Zone has facilitated over 500,000 visits to over 23,000 young people with impressive outcomes for those members across a range of measures such as confidence building, facilitating positive relationships and instilling ambition for adulthood. Last year we supported over two hundred individuals with special additional needs or disabilities including ADHD, anxiety and depression, autism, Asperger syndrome, cerebral palsy, Down’s syndrome, social and emotional problems, musculoskeletal conditions, and visual/auditory/sensory conditions.

We are ideally placed to make a huge difference to the lives of young people with additional support needs and disability in Wigan and Leigh and are looking for a highly motivated person to join us on that journey to take forward the charity’s inclusion provision to the next level.

With a framework of programmes and sessions already established, the ideal candidate will be able to hit the ground running and identify how provision can be enhanced to have a greater impact, identify areas for growth and help shape our inclusion work into best in field provision.

We are particularly keen to hear from people from a youth work/social care/health worker background who can adapt to their skill set.

Our vision is to create an environment where children and young people with additional support needs or disabilities can take part in any of the activities at the Youth Zone alongside their peers.

The role of Inclusion Coordinator, made possible with twelve months of support from the Society of the Holy Child Jesus, will allow us to liaise better with parents/carers, raising issues, providing feedback, passing on information – having the knowledge and experience to be able to ask the right questions, instil confidence and offer the correct level of support.

We will be able to ensure that an experienced team member is always on hand to respond to needs such as medication, behaviour support, sensory overload, mobility, personal care, anxiety, disengagement, eating, time out, parent/carer handover, information sharing, session recording, gathering information from staff, highlighting areas of support requirement.

We will be better able to give more voice to young people with special additional needs or disabilities (and their parents/carers), using their feedback to continually fine-tune our offer.

We will be able to develop stronger links with external organisations (joint working practices, promoting our work, community involvement) and local support providers.

By proving the impact of an Inclusion Coordinator on our ability to support young people with additional needs we will be able to make a strong case to mainstream funders to continue funding the post in subsequent years

**Values and Aspiration**

Wigan Youth Zone is a place of activity, adventure and fun for all young people where they can try new experiences and learn new skills. Wigan Youth Zone supports young people to reach their full potential, grow their dreams and achieve their goals.

Learn more here

<https://www.wiganyouthzone.org/our-present-our-past-our-impact/>

We are looking for someone who can deliver this aspiration for Wigan’s young people and share the following values:

* Is a positive role model for young people and who believes in and recognises young people’s potential
* Has a positive and “can do” attitude
* Takes responsibility for their own actions
* Is committed to a culture of continuous improvement and subscribes to a “tonight’s better than last night” philosophy
* Is willing to go the extra mile to ensure great provision for young people

**Main duties and responsibilities**

* Identify the diverse needs of young people within the Wigan Youth Zone delivery plan
* To ensure that individual members with additional support requirements have equality of access to all the opportunities and activities available.
* Support young people to take steps towards achieving personal goals and greater independence.
* Encourage and support young people to engage with other young people, participate in group work and gain new experiences.
* Promote all aspects of equality and inclusion to staff, members and families whilst liaising directly with their carers and social care teams to ensure effort is made to enable the member to achieve their full potential.
* To support the development of positive relationship with the young people, their parents and carers.
* Co-ordinate and deliver youth work targeting members with additional support needs
* To work directly with children and young people to develop their social skills and build their confidence by delivering programmes of activities, services and facilities at Wigan Youth Zone which will take place during the evenings, at weekends and during school holidays and will occasionally include residential work.
* To directly deliver a high quality programme of issue based work that is exciting, safe, innovative, developmental and directly responds to the diverse needs, concerns and interests of the members.
* To understand the community issues around young people with special educational needs and disabilities. To build trust with these young people and their families and SEND support networks and partners to build stronger community cohesion and inclusion.
* Positively influence the general programme of events at the Youth Zone so it is attractive to young people from diverse backgrounds and abilities.
* Manage allocated budget effectively and efficiently.
* Carry out any other reasonable duties as requested by line manager or senior manager.

**Duties and Responsibilities – General**

* Work within the performance framework of Wigan Youth Zone and OnSide;
* Represent Wigan Youth Zone positively and effectively in all dealings with internal colleagues, and external partners;
* To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided);
* To assist with any promotional activities and visits that take place at the Youth Zone;
* To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership;
* To adhere to Wigan Youth Zone policies at all times, with particular reference to Health and Safety, Safeguarding and Equal Opportunities.

The job holder will be required to adhere to the Youth Zone’s policies at all times, with particular emphasis on Equal Opportunities and Safeguarding. Attendance at events and conferences will sometimes be required.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Experience** | | |
| Face to face activity delivery, working with children and young people both in groups and individually | ✓ |  |
| Experience of delivering informal education sessions to young people |  | ✓ |
| Experience of working with young people’s forums to ensure young people have a voice |  | ✓ |
| Experience of supporting young people who are disaffected, underachieving and / or have social / emotional barriers to participation | ✓ |  |
| Experience of working in a team and alongside volunteers | ✓ |  |
| Organising a programme of youth work activities | ✓ |  |
| Experience of motivating staff and volunteers | ✓ |  |
| Experience of working in an outreach or detached setting |  | ✓ |
| Residential work with young people |  | ✓ |
| **Skills and Abilities** |  |  |
| Delivery of activities within an equality framework | ✓ |  |
| Strong commitment to children and young people and an ability to engage and build positive relationships with all young people, including disengaged and disadvantaged young people | ✓ |  |
| Ability to develop good professional relationships with children, young people and adults | ✓ |  |
| Ability to work with young people to develop their social education by providing programmes of activities, services and facilities that are fun and enable young people to develop | ✓ |  |
| Ability to coach, encourage, motivate and provide reliable support to children and young people | ✓ |  |
| Confident in managing a group of children and young people | ✓ |  |
| Ability to deliver high quality activity programmes with children and young people who face social exclusion, disadvantage and disaffection | ✓ |  |
| Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate action as necessary | ✓ |  |
| Excellent written and verbal communication skills | ✓ |  |
| **Knowledge and Understanding** |  |  |
| Understanding of the principles of working with children and young people | ✓ |  |
| Understanding of issues affecting young people’s lives | ✓ |  |
| Knowledge of health and safety, diversity awareness and safeguarding best practice and how these relate to children and young people | ✓ |  |
| **Qualifications** |  |  |
| Introduction to Youth Work or Youth and Community Work NVQ / VRQ Level 2 | ✓ |  |
| Relevant qualifications or awareness of SEND | ✓ |  |
| **Personal Attributes** |  |  |
| Positive and enthusiastic | ✓ |  |
| Punctual and reliable | ✓ |  |
| Commitment to personal and professional development | ✓ |  |
| Interested in helping young people access positive activities | ✓ |  |
| A flexible attitude to work and a willingness to perform a variety of duties to ensure an efficient and effective service | ✓ |  |
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| Willing and able to work in the evenings, at weekends and in a residential setting | ✓ |  |

The job holder will be required to adhere to the Youth Zone’s policies at all times, with particular emphasis on Equal Opportunities and Safeguarding

**Wigan Youth Zone is also committed to the safeguarding of young people. This post is subject to a DBS check.**

**Closing date:** 24th September 2021

**Interview date:** TBA

**Start date:** ASAP