

ROLE PROFILE

JOB TITLE:	Emotional Health and Wellbeing Coordinator	CONTRACT:	Fixed term for 3 years
REPORTING TO:	Head of Youth Work	SALARY:	£26-28000
LOCATION:	The Way, Wolverhampton	HOURS:	37 hours per week
KEY RELATIONSHIPS:	The Way Youth Zone staff, volunteers, partners and stakeholders and children and young people		

JOB PURPOSE:

To manage and coordinate the Emotional Health and Wellbeing staff and program at The Way Youth Zone aimed at engaging and supporting vulnerable young people to improve their life chances.

Increasingly, The Way are working with with more vulnerable young people. We recognise the need to increase our service offer to respond to their needs and support them to overcome increased risk. Our concerns include vulnerabilities associated with being in the care system, sexual exploitation, criminal exploitation, and poor mental health. Our Emotional Health and Wellbeing Coordinator will be responsible for developing and implementing a targeted program that overcomes these issues.

This role requires a flexible working pattern, and you will be expected to work evenings/and weekends as required.

CONTEXT OF POST:

Attracting young people from across the city with its fantastic facilities, The Way Youth Zone provides positive activities and practical support, especially for those who are disadvantaged. The Youth Zone enable young people to make constructive use of their leisure time and to raise their aspirations. The centre is open 6 day a week and during school holidays. This post will develop and deliver targeted projects to improve the lives of disadvantaged and vulnerable young people in the area.

We are more than just an activity centre, we provide young people with 'somewhere to go, something to do and someone to talk to'. Our team provide a safe, supportive and inspiring space for young people to make the very best use of their leisure time and acquire the skills, knowledge and confidence to lead health and successful adult lives.

We inspire young people to be ambitious, raise their aspirations and help our members to define and realise their goals.

THE WAY YOUTH ZONE'S VALUES AND ASPIRATIONS:

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

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

TOGETHER	<i>We are committed to building positive, inclusive relationships with all. Individuals are respected and celebrated within The Way community.</i>
HONEST	<i>We are open and sincere. We act with integrity and transparency and are accountable for our words and actions.</i>
ENERGETIC	<i>We approach all we do with a 'can-do' attitude. We are positive, dynamic and flexible and always give our best for Wolverhampton's young people.</i>
WELCOMING	<i>We create a safe, positive and supportive atmosphere for all. We care for people and are passionate in all we do.</i>
ASPIRATIONAL	<i>We are constantly evolving and always seek to improve. We grow, progress and develop as an organisation and as individuals. We lead by example and inspire others.</i>
YOUTH-LED	<i>We are needs-led and young person focused throughout our work.</i>

DUTIES & RESPONSIBILITIES – GENERAL

- Be a role model for young people and present a positive 'can do' attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Work within the performance framework of The Way Youth Zone and Onside
- Represent The Way Youth Zone positively and effectively in all dealings with internal colleagues and external partners
- Comply with all policies and procedures, with particular reference to Safeguarding, Codes of Conduct, Health and Safety and Equality and Diversity to ensure all activities are accessible

DUTIES & RESPONSIBILITIES – DETAILED

- To develop and implement an effective targeted program aimed at supporting vulnerable and at-risk children and young people who attend Universal sessions at The Way
- To develop resources that will enable excellent delivery of targeted programmes
- To manage two support staff
- To manage the recruitment and training of a team of volunteers that will enable group programs and individual support.
- To effectively plan and facilitate volunteer meetings aimed at sharing best practice.
- Support children and young people from diverse backgrounds including Looked After Children, Young Carers, NEET, disadvantaged backgrounds and those with multiple and complex support needs
- To develop and implement a recording process and procedure to effectively record the outcomes of the Emotional Health and Wellbeing Program.
- To collect up to date and relevant information regarding local events and activities and distribute in the form of a web letter
- To plan, organise and facilitate activities and Emotional Health and Wellbeing related projects in a creative way, utilising the variety of facilities at The Way Youth Zone.
- Work alongside colleagues across The Way Youth Zone to ensure young people access multiple opportunities the organisation offers.

- Signpost children and young people to the targeted programme and other agencies where appropriate
- To understand and adhere to The Way Youth Zone policies and procedures always with emphasis on challenging negative and discriminatory behaviours, Equal Opportunities, Health and Safety and Safeguarding
- To have responsibility for promoting and safeguarding the welfare of children and young people always
- To be an active member of the team and deliver a focused, measurable contribution to The Way Youth Zone operating in line with the Youth Zone's values and principles
- To take a creative and enthusiastic approach to making The Way Youth Zone a valued organisation in Wolverhampton and a leader in its field
- Travel to different venues/locations and work a flexible pattern including daytime, evenings and weekends
- To attend and participate in regular team meetings
- To attend any training identified and necessary by your Line Manager
- To undertake any other work requested by your Line Manager that relates to this role

PERSON SPECIFICATION

Selection Criteria*	Essential or Desirable	Method of Assessment
A = Application Form I = Interview		
Experience		
1 year experience working with vulnerable young people	E	A & I
1 year experience working with young people to improve their emotional wellbeing	E	
Experience in planning and leading activities with diverse groups of young people and volunteers	E	A & I
Experience communicating with diverse groups of your people, volunteers and professionals	E	A & I
Experience writing resources designed to grow and develop young people	E	
Experience managing a team	E	
Skills		
Excellent communication, interpersonal and relationship building skills	E	A & I
Good planning and organisational skills	E	A & I
Ability to plan and facilitate meetings with both children/young people and volunteers	E	A & I
Ability to self-motivate and work to set deadlines and meet project targets	E	A & I
Ability to work on own initiative and make independent decisions	E	A & I
Ability to work within a multi-agency framework to promote best outcomes for children/young people	E	A & I
IT literate with the ability to research information and collate in the required template	E	A & I
Ability to deliver work with young people within an equal opportunities' framework	E	A & I
Ability to prioritise conflicting demands and to manage multiple task	E	A & I

Ability to regularly report to Head of Youth Work and Fundraising as required	E	A & I
Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate action as necessary	E	A & I
Knowledge		
Awareness of the barriers young people may face when building relationships and working towards achieving positive outcomes and breaking down those barriers	E	A & I
Ability to hold confidential information and knowledge of information sharing protocols	E	A & I
In depth knowledge and understanding of Child Protection and Safeguarding practice	E	A & I
Ability to understand follow and implement procedure	E	A & I

*Selection criteria for guidance only, alternative methods may be used to assist the selection process.

ADDITIONAL INFORMATION

The role is fixed term role and based at The Way Youth Zone, Wolverhampton

The Way Youth Zone is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post is subject to an enhanced DBS check.

The strength of the OnSide network of Youth Zones is the diversity of its people; we place huge value on equal opportunities and encourage applications from candidates of diverse backgrounds, communities and abilities. The one thing we all have in common is our desire to raise the aspirations of young people across the country.

For information regarding how OnSide Youth Zones process your data, please visit www.onsideyouthzones.org/applicant-privacy/