

Mary's Youth Club

Job Description

Co-Producer

Position Title	Co-Producer
Hours Per Week	Variable
Salary	£9.75 p/hour
Length of Contract	Variable
Purpose	To plan, lead, support and manage activities and programme within Mary's.
Availability	Evenings and/or weekends (available at least one evening per week plus occasional weekends and daytime administration when necessary in order to plan and prepare)
Responsible to	Youth Development Manager
Working Relationships	CEO, Youth Development Manager, Youth Workers, Volunteers and session leaders.
Location	Mary's Youth Club, St Marys, Upper Street, Islington, N1 2TX

Principal Tasks & Responsibilities

1. Promoting weekly activities and events to young people aged 11 -19 living in and around Islington. Promotion of activities will include: Outreach, Leaflet & Flyering and promoting Mary's social media.
2. Be part of the delivery team ensuring high quality, engaging programmes.
3. To support Mary's programme of face-to-face work with young people.

Key Requirements

- a) Commit to an agreed number of regular sessions / time allocation per week
- b) To be punctual and fully prepared and appropriately dressed to deliver and/or support sessions
- c) Actively and consistently demonstrate the positive communication which both underpin and model effective inter-personal skills and team working at Mary's
- d) Contribute to ensuring the youth work programme has diversity, challenges discrimination, works for justice and equality of opportunity
- e) Be available for one-to-one support and team meetings

- f) Ensure health & safety, safeguarding, data protection and security procedures and policies are followed within the delivery of youth work activities.
- g) Support and assist in any necessary fundraising activities

Training Opportunities

Mary's is committed to provide training and support to all staff and volunteers. You will be encouraged to access training that is identified to aid your personal and professional development.

If you don't have the skills, knowledge or experience described in the person specification, we can support you as a volunteer until you're up to standard.

Person Specification

Co-Producer

Skills

Requirement	Essential/Desirable
Ability to engage and communicate effectively with young people and adults .	Essential
Ability to work with others and foster good teamwork .	Essential
Ability to facilitate and lead Sports and Fitness group work activity with young people.	Essential
Ability to support and motivate others.	Essential
Ability to think through issues that affect young people and to address these within the delivery of youth work.	Essential
Be able and willing to encourage and challenge young people to take responsibility for their own actions.	Essential
Ability to interpret and analyse the needs of young people.	Essential
Ability to Identify and develop good youth work practice.	Essential
Ability to operate effectively on own initiative	Essential
Computer Skills specifically with google apps/G-Suite	Essential

Knowledge

Requirement	Essential/Desirable
Understanding of young people's issues	Essential
Knowledge of current Youth Work curriculum practice, legislation and the issues impacting upon Youth Work.	Essential
Knowledge of safeguarding children and child protection practice	Essential
Understanding of Health & Safety issues	Essential
Understanding of Recorded Outcomes and Accredited Learning Programmes.	Desirable

Experience

Requirement	Essential/Desirable
Previous experience of engaging and working with young people using Sports and Fitness in a youth work setting.	Essential
Have a proven ability to initiate relationships with young people	Desirable
Experience of enabling young people to become involved in significant decision making processes.	Desirable
Experience of leading people and/or projects.	Essential
Developing leisure, social or educational activity programmes.	Essential
Experience of teamwork and commitment to being a team member	Essential
To have experience of record keeping, report writing.	Essential
Experience of administrative and financial systems.	Desirable

Qualifications

Requirement	Essential/Desirable
NVQ or VRQ Level 1 in Youth Work or equivalent	Desirable
NVQ or VRQ Level 2 in Youth Work or equivalent	Desirable
Hold a current First Aid certificate	Desirable
Sport Leadership Award or equivalent Sports Awards	Desirable
Level 1 NGB Award or equivalent	Desirable

Qualities

Requirement	Essential/Desirable
Understanding and commitment to Equal Opportunities.	Essential
Evidence of challenging discrimination, or implementing equal opportunities with young people	Desirable

Other

Requirement	Essential/Desirable
Ability to work evenings, weekends and school holiday periods	Essential
A willingness to undertake qualification, training and continuous professional development training.	Essential
Enjoy physical activity and can encourage others to do the same	Essential

Special Requirements

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

This post is exempt from the provisions of the Equality Act 2006 relating to age discrimination, as the post is specifically designed for 16 - 19 year olds.