



MAYOR OF LONDON



INVESTORS IN PEOPLE | Accredited Until 2022



3 August 2022

Dear Applicant

Thank you for your interest in the post of **Youth Coordinator (Risk and Resilience)**

In this pack you will find:

- Job Description
- Person Specification

On our website you will find:

- Application Form
- Guidance Notes for Applicants
- Monitoring Form
- Our Equal Opportunities Policy Statement

Please note that **CVs will not be considered** as part of your application, we will be short-listing from fully filled out application forms only.

We are eager to have someone in post and therefore applications will be reviewed and interviews scheduled on a rolling basis until the position is filled.

Your completed application form together with your completed monitoring form should be sent by email to recruitment@metrocharity.org.uk. Please include your full name in the message subject line. Your email including attachments must not exceed 5MB in size. We cannot accept applications by post at this time. Interviews likely to be held in person at our Woolwich office, but may accommodate over Zoom if requested

For further information regarding this post please contact **Fuchsia Watson on 020 8305 5000 or by email fuchsia.watson@metrocharity.org.uk.**

We look forward to hearing from you.

Best wishes

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Job description

Key details

Job title	Youth Coordinator (Risk and Resilience)
Employment status	Full-time
Duration	July 2023, with possibility of extension
Salary/Wage	£30,000
Hours	35 Hours a week Monday- Friday with some evening and weekend work as required
Line manager	Youth Manager – LGBTQ+ Groups and Mentoring
Coordinated by	Head of Sexual and Reproductive Health and Youth
Employer	METRO Charity (The Metro Centre Ltd)
Location	Main location of work is Greenwich and Lewisham with some travel as required.

Job outline

We require a reliable, creative, and outgoing male to lead on our Risk and Resilience programme. The programme provides one-to-one and small group mentoring interventions looking at sex, relationships, identity, and communication skills in a unique approach.

This position is only open to applicants who identify as male. (Equality Act 2010 Schedule 9 Part 1) as the worker will be working one-to-one with boys in an all-male identifying space.

Programme

Our Risk and Resilience programme currently delivers a programme for all gender identities in both Greenwich and Lewisham, with the possibility of expanding into neighbouring areas

The Risk and Resilience project aims to work closely with young people to facilitate positive changes in behaviour towards relationships, identity and gender. You will work with those who identify as boys and young men through a programme of sessions that address: good communication, healthy relationships, consent, violence, masculinity, identity, and conflict resolution. Broader outcomes, as a result, will include reducing substance misuse and involvement in crime or risky behaviour.

You will need to show a strong commitment to young people and show an understanding of the factors affecting their lives. You will be responsible for liaising with a range of services within

Greenwich and Lewisham to provide a pathway for young men and require impeccable communication skills to maintain professional relationships. You will work with the team in evaluating referrals and conducting initial assessments with young people before they are allocated to workers or referred to more appropriate services, either internally within METRO, within the Young Greenwich partners, or externally.

The role involves leading a small team on the wider project, delivering client-facing work, and attending key meetings in the boroughs to gain referrals. You will be responsible for reviewing one-to-one and group session plans that support positive sexual behaviours tailored to the feedback given from venues, are interactive in nature, and supported by current policy and research.

You will capture data from your delivery and the rest of the team to produce quarterly reports in line with the project key deliverables. You will liaise with the Youth Manager – LGBTQ+ Groups and Mentoring to review project outcomes and suggest recommended changes for the benefit of the service users.

Main Tasks

1. Provide leadership for the Risk and Resilience programmes and coordinate a small team of Risk and Resilience youth workers.
2. Work with 13-19-year-olds (up to 24 for those with SEN) through 1-2-1 short interventions, group work and 1-2-1 casework supporting individuals for a series of sessions.
3. Work with schools/services to tailor the workshop before the group sessions and provide a feedback report that provides overall themes and topics.
4. Support and coordinate the Risk and Resilience team, including; holding regular supervisions, appraisals, and providing ad-hoc support.
5. Assess referrals coming into the service and liaise with staff for allocation or referral onwards.
6. Carry out all day to day administrative tasks to ensure the smooth operation of the programme.
7. Represent METRO and attend borough meetings that provide opportunities for referrals into the programme, and insight into current issues presented by young people.
8. Undertake monitoring and evaluation of all activities and projects to produce a record of work undertaken, such as quarterly and annual reports, including outputs, and where appropriate outcomes of such work across the programmes.
9. Engage young people in their feedback on the sessions and workshops and use to inform future programme developments.
10. Proactively promote the service, and bring innovative ways to develop. This might include attending local events, conferences and professional meetings to promote the programme.

11. Assess young people's sexual health needs through outreach and/or referrals and provide a range of information, referral and signposting to services as necessary, including access to the local free condom distribution scheme and promote chlamydia screening through the National Chlamydia Screening Programme.
12. Further develop METRO's relationships with statutory and non-statutory services throughout Greenwich & Lewisham, and work together with youth services, Youth Offending Team (YOT), schools, and pupil referral units etc.

Other duties

1. Adhere to METRO policies and procedures at all times.
2. In line with METRO's policy on Information Governance (IG), confidentiality and data handling you will be expected to undertake, pass and maintain the required IG modules as indicated by your line manager.
3. Ensure sensitive and confidential recording and handling of information in accordance with the Data Protection Act, GDPR regulations and METRO's Information Governance Policies.
4. In line with METRO's policy on Safeguarding, you will be expected to undertake, pass and maintain the required Safeguarding Training Modules as indicated by your line manager.
5. Attend regular supervision and undertake appropriate training as agreed. Maintain and update knowledge, skills and undertake continuing education in accordance with personal and service needs within a framework of a personal development plan.
6. Undertake any other appropriate duties as requested by the Manager. If these duties are extensive and of a higher job description scale, the terms and conditions of the post may be varied in negotiation with your line manager.

Person specification

Knowledge & Experience	Skills & Abilities	Essential /Desirable	Application /Interview
Identify as Male (Equality Act 2010 Schedule 9 Part 1)		Essential	Application Form
Youth qualification or evidenced sustained employment in youth work for at least 3 years		Essential	Application Form
Experience of leading and motivating staff or volunteers		Essential	Application Form & Interview
Experience of supporting staff to achieve positive outcomes for young people		Essential	Application Form & Interview
Professional experience and detailed understanding related to the issues young people experience, including: sexual health, drugs/alcohol and crime.		Essential	
Experience in providing one to one assessments and supporting young people through referrals		Essential	Application Form & Interview
Experience in developing and delivering group workshops to young people		Essential	Application Form & Interview
Knowledge of sexual health and contraception methods for both men and women		Desirable	Application Form & Interview
	Ability to deliver a project working to key milestone and targets	Essential	Application Form & Interview
	Ability to clearly communicate information about sexual health and contraception, drugs/alcohol and the consequences of crime	Essential	Application & Interview
	The ability to offer advice, information and informal support face to face in a sensitive, non-judgmental manner, respecting a diversity of lifestyles and experience.	Essential	Application Form & Interview
	Enthusiastic and committed approach to working with young people.	Essential	Interview

Knowledge & Experience	Skills & Abilities	Essential /Desirable	Application /Interview
	Understanding of boundary issues to do with working with young people.	Essential	Interview
	An understanding of the importance of confidentiality as it relates to this work, young people and the ability to conduct Fraser Guidelines, CSE and Safeguarding assessments and support staff to do so.	Essential	Interview
	A flexible approach to working evenings & weekends	Essential	Application Form
Admin and computing skills, including word processing skills		Essential	Application Form