**JOB DESCRIPTION**

**Job Title: Newark and Sherwood Community Children’s and Youth Outreach Officer**

**Department: Sport, Health and Wellbeing**

**Responsible to: Sports & Families Service Manager**

**Location: Community & Activity Village, Bowbridge Road, Newark and surrounding areas**

**Hours Part-Time 15 hours per week – including days, evenings and weekends as role requires (1 year contract, funding dependant)**

**Salary: £10.50 - £11.95 depending on experience per annum DOE plus benefits**

**Job Purpose**

* Provide outreach support to the children and young people of Newark and surrounding areas
* To provide positive interaction with, children, young people and families and the local community
* To develop a fully inclusive programme, offer coordinating and delivering the development of sport and active recreation throughout the Village by maximizing the use of existing and future facilities, funding and human resources.
* To work with a network of youth clubs, schools, communities and partners to identify new opportunities for children and young people to help make informed choices about out of school activities.
* Creating, organising and running a number of funded programmes for the YMCA and source new funding opportunities
* To support the development of an organisational culture that puts our YMCA Core Values at the centre – Caring, Honesty, Respect and Responsibility.

**Principal Responsibilities**

1. To support, research and determine gaps in provisions for young people and meet the needs of children and young people aged 11 – 18 years old
2. To understand and align delivery against the YMCA Development Assets Framework and work in line with the Relationship First approach
3. To develop, plan, deliver and evaluate targeted activities and events programmes including events that bring the wider community in from outside the network to ensure all programmes are sustainable.
4. To design inclusive programmes that are user informed
5. To create opportunities to develop peer mentors on programme
6. Contribute to the development and delivery of communications strategies that encourage participation in programmes by young people, youth workers and volunteers.
7. Managing the Newark and Sherwood community and activity projects and ensure that the programmes are innovative, and participant led.
8. Develop good relationships with sports clubs, partners, local organisations, authorities and governing bodies enhancing funding opportunities as appropriate.
9. To take responsibility for any safeguarding issues reporting and acting appropriately.
10. To work with colleagues, managers, members and contractors to ensure the health, safety, cleanliness and security of the site as required.
11. To report illegal or unacceptable behavior of customers and work with other staff to address such issues.
12. To undertake administrative tasks, including condition surveys and reports, as required.

**Responsibilities of all YMCA staff, casual workers and managers**

**1 Ambassador for the YMCA**

To act as an advocate and ambassador of the YMCA; promoting and exemplifying the YMCA’s core values, mission, vision, and ethos and to positively and proactively protect the YMCA’s reputation.

**2 Other Duties**

To undertake any other duties and responsibilities as may be assigned by your Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.

**3**  **Discretion to Act**

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management Team unless properly authorised to do so by the Chief Executive directly or through an appropriate manager.

**4** **Relationships and Confidentiality**

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and YMCA Newark & Sherwood, keeping confidential all information about individuals and the business of Nottinghamshire YMCA and YMCA Newark & Sherwood. Any breach of confidentiality is extremely serious and may lead to dismissal.

**5 Association Ethos**

To support the Christian ethos and core values of the Association. The Association is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality and Diversity Policy.

**6 Health and Safety**

To adhere to the Association’s Health and Safety policies at all times.

**Line Management Responsibility:**

No direct line management responsibilities but the post holder will be expected to supervise temporary staff, casual workers, trainees, work placements etc as required

**PERSON SPECIFICATION**

**Please ensure that you address all the requirements marked with an “A”**

**in the final column as we will be looking for this information when Shortlisting**

**Job Title: Newark and Sherwood Sports Development Officer**

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| ***Area*** | ***Criteria*** | ***How Assessed\**** |
| **Experience** | * 1. experience of organising and delivering multiple activities/events at the same time | A, I |
| 1.2 experience of working in partnership with and communicating with voluntary & community, statutory and commercial sectors  1.3 Experience of working with young people, children and families | A, I |
| 1.3 experience of adapting and delivering new and innovative activities to a diverse and dynamic target group. | A, I |
| 1.4 Experience of working in accordance with established policies and procedures | A, I |
| 1.5 Experience of managing casual and/or sessional staff  1.6 Ability to follow a framework and measure impact of programme on participants | A, I |
| **Knowledge** | 2.1 Good knowledge of Child and Vulnerable Adults Safeguarding Policies and Procedures | A, I, |
| 2.2 good Knowledge understanding of and ability to deliver good quality outreach support. | A, I, |
| **Education/ Training / Qualifications** | 3.1 Hold a current recognised national governing body qualification and coaching appropriate qualifications to NVQ Level 3 or equivalent (JNC Youth and Community work) | A, D |
| 3.2 Good level of numeracy, literacy and IT | A |
| 3.3 First Aid qualification or commitment to obtain qualification within 2 months of appointment | A, D |
| **Skills & Abilities** | 4.1 Ability to develop inclusive user led programmes and activities  4.2 Excellent and highly professional customer care and communication skills verbally (face to face and over the telephone) and in writing | A, I, T |
| 4.3 Ability to demonstrate excellent administrative skills and be able to use computerized systems effectively | A, T |
| 4.4 To have a flexible approach to work | A, I |
| 4.5 Ability to work alone using own initiative and as part of a team | I |
| 4.6 Able to demonstrate resourcefulness and adaptability coupled with the ability to plan, organise and prioritise work load effectively | I |
| 4.7 Ability to lift and carry items such as chairs and sports equipment in order to set up rooms etc | A, I |
| **Other work related requirements** | 5.1 Ability to support the YMCA core values of the Association | A |
| 5.2 Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service **OR** hold a satisfactory enhanced DBS check for the correct workforce plus existing registration for the DBS Update Service | D |
| 5.3 Ability to understand the needs of people from diverse cultural, social and racial backgrounds | A, I |
| 5.4 Full driving licence (preferably with no endorsements) – access to a car/transport | A, D |
| 5.5 Flexibility in relation to hours in order to cover colleagues, respond to emergencies etc | A, I |

**\*When Assessed** – (A) on Application form, (I) At Interview, (T) During Test,

(D) From Documentary evidence e.g. references, qualifications (proof of relevant qualifications will be required at interview), driving license etc

*Nottinghamshire YMCA is committed to promoting diversity and practicing equality of opportunity*

*Nottinghamshire YMCA is committed to the protection of children and adults at risk*