

Job Description

Job Title:	Coach – Life Ready Norwich
Location:	Norwich – Waldegrave and My Place
Responsible to:	Senior Life Ready Coach
Responsible for:	N/a
Job Purpose:	To deliver Life Ready project within our Norwich Housing Services.

Main Responsibilities

Service Delivery

- To deliver the delivery of Tenancy and Independent Living Skills courses to 240 young people
- To support young people who are taking part in the programme, ensuring their views are respected and listened to.
- Meeting regularly with young people in order to deliver the programme to 192 YP over 3 years
- Complete an Outcome Star with 90% of the YP on the programme in order to show progress.
- To ensure that young people are treated with respect and dignity, and are empowered to make informed decisions about their own lives.
- Support of volunteers in the Programme.
- Working alongside YMCA Norfolk services across Norwich

Safeguarding

- To ensure that YMCA Norfolk's Safeguarding Procedures, Policies and Operational Guidance are delivered in line with our values and ethos.
- To ensure the primacy of safeguarding children, young people and adults within or connected to YMCA Norfolk.
- To promote the welfare of children, young people and adults within or connected to YMCA Norfolk.

Internal Communications

- To ensure effective liaison with YMCA Norfolk staff and volunteers regarding relevant issues and information.
- To input into cross-locality and cross-organisational working groups if requested, to support wider organisational objectives.

Development

- To undertake Coach training within the first year if required.
- To champion youth participation and support involvement processes within YMCA Norfolk and the programme.
- To ensure that the service provided by YMCA Norfolk is developed by a commitment to continuous improvement and quality assurance.

Performance Management

- To ensure that the performance and contractual requirements of YMCA Norfolk and its funders are met and that young people receive a high quality person-centred service that is in line with YMCA Norfolk's values.
- To work to YMCA Norfolk's Outcomes Monitoring Framework, to evaluate the success for young people and use this to improve service delivery and innovate.
- To be alert to and manage risk effectively in all locations.
- To ensure all reporting is completed on time and is of the required detail and quality.
- To adhere to all lone working policies and risk assessments provided for you by YMCAN.
- To actively take part in required mandatory training as part of the yearly cyclical training calendar.
- To operate within clear professional boundaries and work within YMCA Norfolk's Staff Code of Conduct.
- To operate within the Behaviours Framework embedded across the organisation.
- To implement and adhere to YMCA Norfolk's Policy and Procedures at all times

Involvement

- To actively encourage a culture of involvement and inclusion of young people in the work.

Equality and Diversity

- To act in accordance with all equality and diversity policy and procedures, to ensure that the Association is compliant with legal and regulatory requirements.



Christian Ethos

- To work in line with the Christian values of the organisation within the service area.
- To ensure all policies, procedures and working practices within the service area support the Christian ethos and values of the Association.

To carry out any other tasks that may be required from time to time in accordance with the post holder’s capabilities and the changing working environment.

Terms and Conditions

Pay:	Grade D £10.44 per hour
Hours:	30 hours per week Hours of work will be flexible across the day to meet the needs of the service. There will be a requirement to work the hours over 7 days between 10am - 8pm
Contract:	Fixed Term from 1 /05/2020 to 30/04/2023
Annual Leave:	33 days (pro rata) per annum inclusive of Bank and Public Holidays.
Pension:	Access to contributory stakeholder pension scheme after 3 months
Notice Period:	1 Month
Conditions of Appointment:	Satisfactory references and satisfactory DBS check. This post is subject to a 6 month probationary period.
In Service Training:	Time allowed for in-service training, subject to budgetary provision.





Scale Staff	n/a
Sites	Visits to YMCAN offices will be required from time to time.
Discretion to Act	Any expenditure within the role is to be approved by the Senior Life Ready Coach.
Environment 1. YMCA Norfolk operates on a 24 hour, 365 days per year basis. 2. Unsocial hours 3. Risk	<p>In extreme circumstances, the post holder may need to be contacted in the event of an emergency related to their Service Area.</p> <p>The post will require you to meet with young people on an evening over 7 days</p> <p>The post holder works detached so the potential risk is assessed as being medium. Out of Hours support will be applied.</p>



Person Specification

Job Title	Youth Engagement Worker	
Category	Essential	Desirable
Knowledge	<p>K1 - Understanding of effective participation methodology.</p> <p>K3 - Have or be happy to work towards a Coaching qualification.</p>	<p>K2 - Demonstrable understanding and up to date knowledge of Youth work policy and practice.</p>
Skills	<p>S1 - Engagement skills with young people and adults from a variety of backgrounds.</p> <p>S2 - Excellent interpersonal skills, sufficient to communicate effectively with a wide range of staff, young people and external contacts.</p> <p>S3 - Excellent written and verbal communication skills.</p> <p>S4 - Time and project management skills.</p>	
Aptitude	<p>A1 - Competent user of MS Outlook, Word, PowerPoint and Excel.</p> <p>A2 - Able to develop strong positive working relationships with colleagues.</p>	
Experience	<p>E1 - Experience of working in a partnership setting.</p> <p>E2 - Experience of youth participation and involvement.</p> <p>E3 - Experience of acting in an advisory capacity, confidently making recommendations to external partners.</p>	



	E4 - Experience of running small group sessions /activities with young people.	
Education	<p>Q2 - "O" level / GCSE or Equivalent in Maths and English.</p> <p>Q3 - Evidence of recent relevant training.</p>	Q1 - JNC qualification in youth work (professional youth worker see www.nya.org.uk for more details) or equivalent.
Christian Ethos	V1 - In sympathy with the Christian Identity of the YMCA	
Personal Qualities	<p>P1 - Able to present self and work effectively.</p> <p>P2 - High levels of honesty, integrity and discretion.</p> <p>P3 - Able to work with and support young people from all backgrounds.</p>	
Circumstances	C1 - Able and willing to work unsocial hours.	C2 - Hold a full driving licence and have own transport.
Health	H1 - Able to meet the requirements of the post with or without reasonable adjustment.	
Equality and Diversity	O1 - An understanding of equality and diversity.	

