



## Youth Sector Wellbeing Coordinator

### Job description

**Job Title:** Youth Worker Support Programme Coordinator

**Salary:** £23836 – £25801 pro rata, subject to qualifications and experience.

Benefits include:

- Generous annual leave allowance
- Paid sick leave
- Enhanced family-friendly leave
- Compassionate and emergency leave
- Pension scheme
- Life insurance policy
- Employment Assistance Program
- Access to vouchers and discounts
- Monthly wellbeing allowance

**Reports to:** Youth Partnerships Manager

**Location:** Oxford

Some home and flexible working is possible. Travel throughout Oxfordshire and further afield may be required.

**Hours of work:** 37.5 hours per week [This is a 3 year fixed term contract]

## Job Purpose

The Youth Worker Support Programme is a new, innovative approach directly responding to the wellbeing and development needs of youth work practitioners at all levels. OY has been granted funding for three years to support youth workers to engage in wellbeing programmes, benefit from mentoring and coaching and provide an annual Leadership Retreat so that youth workers can feel fulfilled and supported in their work caring for young people experiencing acute issues.

The post holder will coordinate all elements of the programme delivery and engage with the Research and Impact team to pioneer a learning journey so that we can better understand the needs and challenges faced by youth workers thereby helping the sector to retain and develop leaders from across society.

## Key responsibilities

- Lead on project design and implementation in accordance with the funding contract.
- Provide the administrative coordination for an experiential learning journey for youth workers seeking to enhance their wellbeing and provide development opportunities. These include but are not limited to:
  - Mentoring programme
  - Annual Leadership Retreat
  - Skills based training offer regarding young people's acute mental health issues
  - Peer groups
  - Access to a Wellbeing Course series delivered by external partners.
  - Expenses pot to cover the costs for youth workers seeking to engage in the opportunities provided.
- Maintain high quality monitoring and evaluation processes, supported by the Research & Impact team, and provide consistent project reports as required.
- Work in partnership with colleagues from the Youth Development Team to ensure the Youth Worker Support Programme offer is integrated with other Youth Sector Support and Training provision.
- Work with the Training Manager to coordinate the roll out of bursaries spaces on the Level 2 & 3 Youth Work Qualification to learners from minoritised and lived experience backgrounds.
- Proactively engage with community leaders and youth workers from minoritised backgrounds to encourage and enable their participation and development as youth work practitioners.
- Develop promotional and recruitment materials in collaboration with Marketing and Communications colleagues.

## Our Culture

Everyone at Oxfordshire Youth agrees to:

- Have an unwavering commitment to Oxfordshire Youth's vision, mission and values
- Attend meetings reliably and participate fully, including being an active listener
- Ensure that all work is carried out in accordance with Oxfordshire Youth's guidelines, policies, and procedures
- Undergo training that will enable personal and professional development
- Undertake any other relevant duty related to the further development, promotion, and sustainability of the organisation as set forth by your Line Manager and/or Senior Leadership Team
- Represent Oxfordshire Youth in a professional and appropriate manner at all times including considering punctuality, personal appearance and boundaries, and equity, diversity, and inclusion of all opportunities.

## Safeguarding

- Understanding that safeguarding children, young people, and adults is everyone's responsibility and you will have access to training and supervision, which is appropriate to the role (including undertaking a DBS check appropriate to your role)
- To ensure concerns from young people are responded to appropriately in line with Oxfordshire Youth's policies and procedures

***This job description is subject to amendment following discussion with the post holder.***

***Specific tasks and duties will be shared at the interview and during the induction process***

## What we are looking for

- A proven track record of successful project management/coordination
- Experience of engaging in research methodologies and experience of using monitoring and evaluation processes.
- A passion for positive wellbeing
- IT skills including Excel, Word, PowerPoint, Google Suite and CRM systems
- A flexible approach to work, including a willingness to take on tasks outside the usual remit and to work irregular hours
- The ability to solve problems and think creatively

- Integrity and discretion when dealing with sensitive information
- A commitment to treating people equally, being aware of unconscious bias and working proactively and openly to challenge it within your own and within others practice
- Respecting differences and challenging prejudice and discrimination
- A positive, enthusiastic and can-do approach that demonstrates the attributes of a growth mindset
- Accountability for the quality of your work and responsibility for maintaining and improving your knowledge and skills
- Full driving licence and access to a vehicle.

#### **Other desirable skills**

- Experience working with children and young people in a community setting
- An understanding of the intersections that affect practitioner wellbeing
- An understanding of the issues facing young people.
- Previous experience working in the not-for-profit sector

**Closing date for applications: 20<sup>th</sup> April 2023, 5 pm.**

To apply, please send a copy of your CV accompanied by a completed application form to our [recruitment team](#).

Alternatively, [visit our website](#) or [email](#) us for more information.