

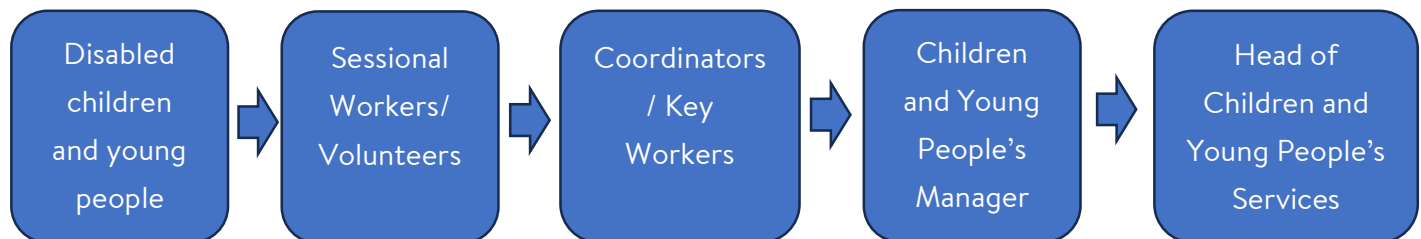
Children and Young People's East Central Coordinator

Reports to: Children and Young People's Manager

Direct reports: Sessional Workers

Hours: 20 hour per week (including 4 sessions per week)

Department Structure



WECIL Evening Sessions:

WECIL deliver evening sessions across the Bristol and B&NES area for young Disabled people aged 13-19. These sessions aim to give young people a community where they feel safe and supported to develop as individuals. Sessions are young person-centred and staff help support the young people to have fun, learn, develop and make friends.

Job Description – East Central Coordinator

Job purpose: To lead on the weekly running of the evening sessions delivered by WECIL in East Central Bristol. Whilst planning, booking, and supporting the delivery of the sessions on offer. To work in partnership with Children's Scrapstore and Learning Partnership West (LPW) in Play and Youth sessions. Represent WECIL from an inclusion perspective embedding the Social Model of Disability in these sessions, ensuring all children and young people feel able to fully participate in the sessions and what they have to offer.

Key tasks or duties:

- To coordinate and deliver one evening session offered by WECIL as Lead Worker, including managing the sessional workers during this session.
- Represent WECIL at Oldbury Court and Hillfields sessions as a worker from an inclusion perspective three sessions per week.
- To work in partnership with the Children's Scrapstore and Learning Partnership West (LPW) to deliver youth and play sessions with a focus on improving the inclusion offer.
- To organise, plan and manage the delivery of occasional Saturday sessions and trips within the Bristol area and further afield for the East Central group.
- To maintain effective communication with group members and their families including:
 - Being the main point of contact for those attending the East Central sessions on a Tuesday evening,
 - Keeping them informed of activities,
 - Actively seeking feedback to ensure the groups are responsive to their needs and advise on the development of future services and activities,
 - Discussing and acting upon any concerns they may raise.
- To fully risk assess all activities and plan to ensure they are safe and appropriate.
- To identify any Safeguarding concerns relating to young people and use the Safeguarding Policy appropriately to report these concerns.
- To plan and deliver sessions in line with youth work values, focusing on developing key skills for young people, and in line with contract requirements.
- To keep records of all sessions, carry out monitoring and evaluation, keep up to date statistical information and to support with the preparation of reports quarterly.
- To be responsible for East Central sessions in line with the annual budget.

General Responsibilities

- Work within WECIL's Safeguarding and Data Security Policies.
- Uphold WECIL's Equal Opportunities Policies and ensure effective implementation in all relevant aspects of service delivery and staffing.
- Act at all times within WECIL's Rules, Policies, Procedures, Standing Orders and Financial Regulations and any other statutory requirements

- Observe WECIL's Code of Conduct at all times and advise any suspected breaches to the Line Manager.
- To undertake training as required.
- To attend staff and team meetings as required.
- Observe health and safety procedures in the workplace to ensure personal safety and to safeguard the interests and safety of colleagues, customers and visitors.
- Undertake other duties and responsibilities as appropriate since all staff are expected to work flexibly within their skill level to respond to changing priorities and make sure that customer needs and business objectives are met.

Person Specification – East Central Coordinator

Essential:

- Excellent communication skills, both written and verbal (telephone and in person) and the ability to communicate to a wide variety of audiences
- Experience of engaging, communicating and working with parents and families of Disabled Children and Young People
- The ability to plan and support safe and appropriate activities (both venue-based and community-based).
- A strong understanding of the needs and challenges faced by families with disabled children with the ability towards showing sensitivity towards these needs
- A high level of understanding of Safeguarding and Protecting of Children and Young People
- Previous experience of youth work with disabled children and young people
- Experience supporting disabled children and young people and an understanding of the challenges facing disabled children and young people and their families
- Experience of managing and motivating staff, volunteers and young people
- Proven ability to take responsibility for own workload, prioritise tasks and manage own time effectively
- **Desirable:**
- Relevant youth work or social care qualification or related skills / experience

- Qualified First Aider, Food Hygiene Certificate
- Excellent understanding of Inclusion in mainstream settings
- A firm knowledge of the social model of disability
- Ability to travel across multiple locations.