

Discussion document for Community Coordinator job spec – youth focus

Job Role:	Community Coordinator (Youth)
Hours:	Between 10 and 25 (Initial three-year fixed contract with option to make permanent if initiative is successful)
Responsible to:	Clerk / MAYD Joint Committee
Job Purpose:	To be responsible for the development, funding, delivery and review of activities and projects aimed at young people in Melbourne. To build positive and supportive relationships with young people and help them fulfil their potential. Developing and implementing strategies to secure funding to allow Council to deliver projects and services, reducing the burden on local taxpayers.
Salary:	SCP 14 - 19 (£15.31 - £16.52) depending on experience

Key Activities:

- Research the needs and gaps for youth provision in the area – build a plan and work with Council to develop strategy for delivery.
- Researching and applying for grants and funding.
- Recruiting, training, and supporting volunteers and service providers.
- Developing marketing materials and raising awareness of council initiatives.
- Maintaining accurate records providing timely reports to committee and full council.
- To lead the development of specific programmes of youth work aimed at promoting and ensuring the personal and social educational needs of young people are identified and met.
- Manage, co-ordinate and support sessional youth work staff and volunteers.
- Work with Community Coordinator to develop and deliver community wide activities and projects that have the potential to benefit all.
- Support other community initiatives and identify ways in which these could benefit young people in the area.
- Provide support to other team members as needed.

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Personal specification

You are an ambitious individual that is looking to make change for good – investigating and experimenting with activities to better the opportunities for young people in the area. You are not

fazed by **BIG** projects and can promote the end goal to bring stakeholders on the journey with you. You work well in a team and will collaborate to ensure the best result across the community. Your strengths will include:

- A strong desire to improve the opportunities of young people in our community.
- Demonstrable experience in managing successful fundraising projects and meeting targets in a not-for-profit organisation.
- Experience or knowledge of grant applications.
- Creating and delivering successful campaigns.
- Budget management.
- Delivery of a building project would be preferred but not essential.
- Strong organisational and time-management abilities.
- Ability to work independently, be self-motivated, and manage a varied workload.
- A passion for the local community.
- Creativity and entrepreneurial approach to finding new funding opportunities.
- Empathetic and professional approach to engaging with diverse stakeholders across the community.
- Adaptability and resilience to work under pressure.
- A flexible approach to working hours, including occasional evenings and weekends for events.
- A successful Disclosure and Barring Service (DBS) check will be required.
- Experience of practical youth work – delivering successful activities – desired but not essential.
- Knowledge of safeguarding and child protection procedures (full training will be given as required).
- Willingness to undertake relevant personal development.