## JOB DESCRIPTION

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| **Job title** | Inclusion Coordinator | **Salary** | £28,000-£29,500 pro rata depending on experience |
| **Reporting to** | Senior Club Manager  | **Holidays** | 33 days a year (inclusive of bank holidays) (pro rata) |
| **Location** | Unitas Youth Zone, Edgware, London, HA8 0DT  | **Hours** | 16 hours per week (0.4 FTE) |
| **Key Relationships** | Chief Executive, Head of Youth Work, Coordinators and Club Managers, Fundraising team, Sessional Youth Workers, OnSide, External Partners and Stakeholders, Young people, Parents |

**MAIN PURPOSE**This role is Unitas’ Inclusion Coordinator, responsible for planning and delivering Unitas’ Limitless provision (Sundays 10am-2pm year-round and Wednesdays 10am-2pm during school holidays), as well as promoting SEND awareness throughout the organisation and supporting Unitas to become a more inclusive place for all young people.

# GENERAL

Unitas Youth Zone is committed to the safeguarding of young people. In accordance with our Child Protection and Safeguarding procedures, this position requires an **Enhanced DBS check.**

**CONTEXT OF THE POST**

**Unitas**

Banet Youth Zone, named “Unitas” by local young people, was the second Youth Zone in London opened by the national charity, OnSide, in the summer of 2019. Unitas, like all OnSide Youth Zones, exists to give young people, particularly those who are disadvantaged, somewhere to go, something to do and someone to talk to. Each Youth Zone is open seven days a week, all year round, with the purpose of supporting young people to become happy, healthy, and successful adults.

**General Duties and Responsibilities**

Be a role model for young people and present a positive “can do” attitude.

* Take personal responsibility for own actions.
* Commit to a culture of continuous improvement.
* Work within the performance framework of Unitas Youth Zone and OnSide
* Represent Unitas Youth Zone positively and effectively in all dealings with internal colleagues, and external partners.
* Comply with all policies and procedures, with reference to safeguarding, codes of conduct, health and safety and equality and diversity to ensure all activities are accessible.
* To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the Designated Safeguarding Leads using the safeguarding policies, procedures, and practice (training to be provided)
* To assist with any promotional activities and visits that take place at the Youth Zone
* To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership.
* To always adhere to Unitas Youth Zone policies, with reference to Health and Safety, Safeguarding and Equal Opportunities
* To be willing to step in and step up, and not see the below set of duties and responsibilities.

as exhaustive

**Specific Duties and Responsibilities**

*Inclusion*

* To lead the Limitless (Sunday, 10am-2pm) session year-round
* To lead the Limitless Holiday Club (Wednesday, 10am-2pm) session during the school holidays
* To identify the diverse needs of young people (aged 8-19 and up to 25 years for those with additional needs) and plan, coordinate and deliver youth work targeting these needs and ensure they benefit from participation in the Youth Zone
* To support in the development of the Deputy Inclusion Club Lead
* To influence the general programme of events at the Youth Zone so that it is attractive to young people with a wide range of additional needs
* To be a role model and a resource for other staff and volunteers to improve their inclusion practice, especially in terms of supporting staff on Seniors and Juniors sessions to ensure their activities are inclusive of young people with additional needs
* To regularly engage in CPD related to inclusion so your knowledge and understanding are at the cutting edge of the sector
* To contribute to the building of effective partnerships with statutory and voluntary services and other relevant agencies
* To manage the Inclusion budget line and coordinate any other special events/activities (eg trips) for Limitless sessions.

*General*

* To be an active member of the team and operate in line with the values and principles of Unitas Youth Zone
* Carry out any other reasonable duties as requested by management in line with the needs of the organisation.

**PERSON SPECIFICATION**

Applicants will be expected to demonstrate the experience, skills, abilities and attributes listed.

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| **Selection Criteria\***A = Application Form I = Interview T = Test/Personality Profile | **Selection Criteria\*** | **Selection Criteria\*** |
| **Experience** |
| Youth work experience (centre-based and outreach) including developing and delivering high quality sessions | Essential | A & I |
| Extensive experience of working with young people | Essential | A & I |
| Significant experience of successful inclusion work | Essential | A & I |
| Developing and managing events and workshops | Desirable | A & I |
| Substantial experience of successful partnership working | Desirable | A & I |
| Working with and managing staff and volunteers | Desirable | A & I |
| Experience of monitoring and evaluation tools | Desirable | A & I |
| Experience of leading a universal session or similar duty manager-type responsibility | Essential | A & I |
| Experience of working with other agencies to promote best outcomes for children/young people | Essential | A & I |
| **Skills** |  |  |
| Excellent communication skills, both verbal and written | Essential  | A & I |
| Able to deal with the specific demands of approaching young people in their own space and negotiating acceptance by them | Essential | A & I |
| Ability to establish effecting working relationships with a wide range of agencies and individuals | Essential  | A & I |
| Ability to understanding issues leading to exclusion from participation and success | Essential | A & I |
| **Knowledge** |  |  |
| Knowledge of the issues affecting young people and an ability to work with challenging behaviour and complex needs | Essential | A & I |
| Sound knowledge of equality and diversity principles | Desirable | A & I |
| Knowledge of the local SEND sector | Desirable | A & I |

**The strength of OnSide Youth Zones comes from the diversity of the people within our vibrant network. We are proud that our Youth Zone teams reflect the communities they serve, and we value people working together from a range of different backgrounds locally and nationally, and with different experiences, all with a shared passion for boosting the aspirations of young people across the country. Diversity brings innovation, fresh ideas and creativity, and we actively strive to create a culture that is truly inclusive and fair for all and where everyone in the team can be themselves and thrive.**