

**Job Description and Person Specification**

**Job Title:** **Youth Space Coordinator**

**Hours:** 12.30pm – 9pm (37.5 Hours per week)

**Salary:**  £27,000 – £31,000 (inclusive of London Weighting)

Location: Osmani Centre + delivery across all sites

**Responsible to:** Programme Manager

**Contract type**: 1 year FTC (potential for extension subject to funding)

**Responsible for: Sessional staff and volunteers (across all sites)**

**Job Purpose:**

The Youth Space Coordinator will lead the development, management, and delivery of dynamic youth services, focusing on personal, social, and educational development for young people. The role includes leadership of youth services, team management, and programme delivery. The Youth Space Coordinator will also ensure that youth work teams deliver high-quality, inclusive programming that meets the needs of a diverse range of young people aged 11–19 (and up to 25 for those with SEND).

This role requires managing youth work teams, collaborating with partner organisations, and ensuring that all programs are inclusive, engaging, and closely aligned with the organisation’s goals, values, and vision.

The In-charge will build long-term partnerships with stakeholders, including schools, funders, and community groups, to support strategic initiatives and secure sustainable funding. They will also ensure compliance with safeguarding regulations while overseeing monitoring, reporting, and budget management.

**Key Responsibilities:**

Program Development and Delivery:

1. Plan, design, and implement youth-focused programmes and activities that promote personal development, well-being, and community engagement.
2. Develop activities that are innovative, engaging, and cater to a broad range of age groups and diverse needs.
3. Ensure programmes align with the organisation’s values and attract a wide audience by maximising the use of internal facilities (e.g., Active Studio, Podcast Room, Indoor Sports Hall, Sensory Room).

Team Leadership and Coordination:

1. Manage, develop, and supervise staff, volunteers, and interns, ensuring they are effectively trained and supported.
2. Organise schedules, coordinate tasks, and conduct team meetings to foster a collaborative and high-performing environment.
3. Monitor and evaluate team performance, providing feedback and guidance as needed.

Partnership and Community Collaboration:

1. Build and maintain strategic, long-term partnerships with schools, funders, and community groups to enhance youth services.
2. Collaborate with stakeholders on joint initiatives that benefit young people and the broader community.
3. Represent the organisation at events, meetings, and forums to promote youth services.

Safeguarding and Compliance:

1. Ensure the safety and well-being of all young people by adhering to and promoting safeguarding policies and procedures.
2. Identify and manage risks associated with youth activities, ensuring compliance with organisational standards and legislation.

Monitoring, Evaluation, and Reporting:

1. Oversee the monitoring and evaluation of youth programmes, ensuring outcomes align with organisational and funder requirements.
2. Maintain accurate records of attendance, outcomes, and achievements.
3. Report on performance, including Key Performance Indicators (KPIs), to funders and management.

Budget Management and Fundraising:

1. Manage programme budgets, ensuring efficient allocation of financial resources.
2. Monitor expenses and maintain accurate financial records.

Support fundraising efforts by identifying grants, writing proposals, and ensuring reporting compliance for funders

**Person Specification**

Essential:

* Proven experience in youth work, community work, or a related field in a leadership role.
* Level 3 Diploma in Youth Work or equivalent qualification.
* Good leadership, team management, and organisational skills.
* Experience in programme design and delivery with a focus on youth development.
* Budget management and fundraising skills.
* Excellent interpersonal and communication skills to engage effectively with young people, staff, and stakeholders.
* Knowledge of safeguarding, compliance, and child protection legislation.
* Flexibility to work evenings, weekends, and during school holidays as needed.

Desirable:

* Familiarity with challenges faced by marginalised youth populations.
* Analytical skills with experience in data-driven decision-making.
* Certification in first aid, safeguarding, and risk assessment.

**Working Conditions:**

* The role requires regular working during evenings and some weekends across different youth sites in Tower Hamlets.
* Travel may be required for meetings, community events, and training.