



Get Active Coordinator

Overview

Regenerate is looking to recruit a highly motivated person to lead its Get Active programme.

Regenerate is a youth charity established to work with young people who live on housing estates in Roehampton and Putney and surrounding areas.

Regenerate inspires and supports young people by building strong, lasting relationships and creating life changing opportunities; helping them grow in confidence, make the best of their lives and impact the world for good.

Its vision is to create opportunities for young people to thrive.

Regenerate actively encourages applications from people of all ethnic backgrounds and minority and underrepresented groups.

We are looking for someone to start in September

To apply

Details of the job follow. If you would like to apply, please complete an [application form](#) and send it with your CV to clare@regenerateuk.co.uk

Closing date for applications: Midday Thursday August 20th

Interview date: Friday August 28th



Job Description and Person Specification

Job Title:	Get Active Coordinator
Responsible to:	Services Lead
Responsible for:	Sessional staff and Volunteers
Location:	Putney and Roehampton, SW London
Job Purpose:	To support Regenerate's youth work in Roehampton and Putney to help improve the outcomes of young people.

Outline of Terms and Conditions

Dates:	Starting date to be agreed, ideally in September 2020
Hours of Work:	Full Time (35 hours per week including four evenings)
Review and Notice:	The role will be subject to regular review and a probationary period of 6 months
Salary:	£25,000 – 28,000 with potential for growth
Location:	Mainly working from the Regenerate offices and Youth Club at Ashburton Youth Centre, Putney as well as the Regenerate Juice Bar, Roehampton. Other occasional travel will be required for youth trips including very occasionally some with overnight stay.
Time off:	The role is entitled to 4 weeks holiday plus bank holidays in line with Regenerate's holiday policy. Holidays as mutually agreed.

Other terms and conditions in line with Regenerate's staff policies



Main Responsibilities

- To lead and manage Youth Work sessions and trips at Regenerate
 - To help strengthen and develop Regenerate's Youth Work practice
 - To ensure all Regenerate procedures are carried out with excellence
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Main Duties

1. Lead four evening youth work sessions a week and develop a Get Active programme of workshops and activities during these sessions (working 3 of those evening a week until 8.30 pm)
2. Lead and manage a team of volunteers and sessional workers to deliver good youth work practice during the Get Active sessions.
3. Motivate young people to get involved in deciding and planning a programme of activities, and support them to take part in these.
4. Proactively engage with the young people and build positive relationships with them and their families.
5. Mentor three young people each week.
6. Take responsibility to manage challenging behavior in an effective and productive way, using Regenerate's code of conduct policy and procedures.
7. Implement, monitor and review risk assessments for the youth work activities and trips ensuring the safety of young people and volunteers.
8. Ensure the equipment in the Youth Centre's is in working order and kept clean and tidy.
9. Promote and communicate Get Active program to service users and staff team
10. Assist the Service Leader in collating monitoring and evaluation information as integral part of the project.
11. Plan and manage the Get Active programme of activities to meet organisational deadlines.
12. Attend supervision and Regenerate training events.
13. Any other duties that might be reasonably required by your line manager to achieve organisational goals.

Capacity Building:

14. Alongside other staff members at Regenerate, design and evaluate training for volunteers and sessional staff which builds the skills and knowledge of youth workers and young people to deliver youth work.



Communications:

15. Contribute to Regenerate's social media platforms alongside Regenerate staff team.
16. Liaise and network with local organisations and community groups about The Get Active programme
17. Coordinate work with partner organisations that carry out youth work at Regenerate

External Relations:

18. Regular liaison with local youth workers and youth work organisations in Wandsworth and London
19. Networking and information sharing within the youth work forums in the locality as appropriate
20. Representation on relevant groups in the locality and in London where necessary.

Internal Relations:

21. Feed into team meetings
22. Feed into youth work working groups and supervision groups
23. Attend strategic days away with the regenerate team and contribute to the development of the organization as a whole.

Relationships

Internal

- Leadership Team: Chief Executive, Service Lead, Finance & Operations Lead,
- Young People's Working Group: Get Focused Coordinator, Get Helping Coordinator, Get Working Coordinator,
- Sessional youth workers
- Volunteers
- Board of Trustees

Discretion to Act

Responsible to the Chief Executive for the delivery of work as agreed within the working group and with the Development director, and in accordance with annual plan of work and Regenerate's organisation strategy. All work must be contributing towards achieving the specified outcomes and objectives.

Perform other duties as instructed by the CEO.



Person Specification

1. Qualifications

Equivalent experience or a relevant qualification in Youth Work – Essential.

2. Key experience

- Proven track record of working effectively with challenging young people - Essential
- Designing and successfully facilitating youth work activities - Essential
- Delivering and evaluating activities that increase positive outcomes for young people - Essential
- Demonstrable interest and knowledge of youth work practice and an understanding of the issues that young people face today - Essential
- Knowledge, understanding and experience in dealing with safeguarding issues and carrying out procedures - Essential
- Knowledge, understanding and commitment to promoting equality and diversity when working with young people - Essential
- Experience of working with young people in an organised youth work setting - Desirable.
- Administration experience: knowledge of administrating and collating monitoring information - Desirable

3. Abilities and skills

- Ability to take initiative and full ownership of all areas of your work whilst working as part of an integrated team - Essential
- Ability to make informed decisions - Essential
- Ability to lead a team - Essential
- Excellent abilities at building working relationships with a full range of people - Essential
- Sensitivity, sound judgment and pragmatism to deal effectively with delicate and important situations that arise working with young people and their families - Essential
- Ability to represent Regenerate effectively at meetings, training and networking meetings etc. - Essential



- Youth work skills and the ability to work in an informal setting – Essential
- Excellent planning and organisational skills – Essential
- Ability to collate and write reports and meet deadlines - Essential
- Good presentation skills. - Desirable
- Word-processing skills and full working knowledge of Microsoft Office software. - Desirable

4. Personal

- Committed to improving the outcomes of young people and developing a robust programme of activities and team that will facilitate this - Essential
- Good team player with self-motivation and perseverance and determination - Essential
- A willingness and readiness to support and encourage colleagues - Essential.
- Flexible - Essential.
- Ability to support the aims and purposes of Regenerate- Essential
- A commitment to incorporating diversity and inclusivity in their place of work - Essential