

Job Description

Job Identity

Post Title: Living Well Coordinator	Salary: £20,000
Responsible to: Elgin Youth Development Group	Weekly hours: 37.5
Reports to: Senior Youth Worker	Base: Elgin Youth Cafe

Job Purpose

This role has come about as a result of an identified need over the last 12 months to support young people with low level mental health issues and low self confidence. The Living Well Coordinator will develop programmes aimed at building self confidence, self esteem and resilience in young people. These programmes will be a mixture of group work and one-one sessions as well as evening activities and holiday programmes.

Way of Working

The post holder will be expected to work as a member of a dynamic youth team in a creative environment where new ideas, new ways of working and supporting young people are actively encouraged. This approach requires initiative, flexibility and adaptability and above all a passion for working with and supporting young people.

The Youth Team also work closely with the Management Team and volunteers pursuing the objectives of Elgin Youth Development Group: supporting the youth café, social enterprise and community kitchen.

Major Tasks

1. To be responsible for the management, support and development of the Living Well Project including monitoring and reporting to funders
2. To develop, plan and deliver a wide range of programmes, activities, group work sessions and events to young people which will inspire and develop their personal development
3. To support and be a resource for young people, listening and advising them on issues that they face, encouraging them to make positive choices.
4. To maintain and develop links with partner organisations involved in youth work in Elgin.
5. To support the management team in the general administration, running and operation of the Youth Café.

Specific Activities

I.	To be responsible for the management, support and development of the Living Well Project including monitoring and reporting to funders
I.1.	<p>Living Well Project – under the direction and with support from the Senior Youth Worker.</p> <ul style="list-style-type: none"> • Further develop, co-ordinate and run group work and one-one sessions with young people aged 11-18 according to the Young Start funding requirements • Advertise project and recruit young people • Engage and liaise with other agencies and organisations to support the programmes as well as recruit young people • Promote the project both internally and to the public as appropriate • Manage the budget allocated to the project • Undertake appropriate administration in relation to the operation of the project • Obtain, monitor and evaluate feedback from young people and other agencies • Report progress
I.2	<p>Supporting young people with low level mental health issues and promote positive mental health</p> <ul style="list-style-type: none"> • Identify young people who are displaying low level mental health issues • Provide 1 to 1 and group support for young people as appropriate • Refer young people to other support organisations as appropriate • Run workshops and sessions to improve health, build confidence, resilience and to understand issues

Youth Worker

	<ul style="list-style-type: none"> Evaluate, report on and review sessions with Senior Youth Worker
2.	To develop, plan and deliver a wide range of programmes, activities, group work sessions and events to young people which will inspire and develop their personal and team-working skills
2.1.	<p>In consultation with other members of the youth team, plan and organise activities and events for young people during evening and holiday periods</p> <ul style="list-style-type: none"> Consult with young people to find out what they want to do Plan an engaging programme of activities throughout the year Organise activities, events, issue based talks and discussions, with appropriate providers Deliver activities within youth team capabilities Support young people during activities and ensure their wellbeing, working with other professional staff Support volunteers and encourage them to assist with the delivery of activities maintaining a safe, positive environment Provide detailed session plans for all activities in advance, carry out risk assessments as appropriate and ensure consents are completed on time Ensure evaluations are carried out for all activities as required, and ensure reports are completed measuring progress against agreed outcomes
3.	To support and be a resource for young people, listening and advising them on issues that they face, encouraging them to make positive choices.
3.1.	Run group work or one-to-one sessions with young people as required to help them to identify their needs and acquire the confidence, skills and the resources to meet them.
2.3	Work with the youth team to ensure a consistent approach to boundaries, guidelines, discipline issues and safeguarding.
3.2.	Listen to young people when they have issues to discuss and advise them appropriately. This may include referring the young person to the agency most able to meet their needs.
3.3	Ensure all necessary paperwork is completed and reporting is done to named person, lead professional and child protection lead as appropriate.
4.	To maintain and develop links with partner organisations involved in youth work in Elgin.
4.1.	To assist other youth workers to maximise the use of the Cafe, by running activities for specific target groups.
4.2.	Attending meetings, forums, conferences and seminars as well as networking with appropriate agencies and supporting agency events.
4.3.	Undertake outreach work as identified by the Senior Youth Worker
5.	To support the management team in the general administration, running and operation of the Youth Café.
5.1.	Assist the Senior Youth Worker to produce the bi-monthly reports for Directors and Funders
5.2.	Support 'Special Events' such as the AGM, Youth and Volunteer Awards and Open Days. This will involve organising and supporting events, producing reports, displays and delivering presentations.
5.3.	Where and when possible, help plan, organise and run any other activities that In consultation with other members of the youth team will further the aims of the Cafe, including Cafe hires and fundraising events.

Equal Opportunities

The Elgin Youth Development Group is committed to equal opportunity employment whereby employees and applicants for employment will be given equal opportunity in recruitment and training irrespective of age, race, colour, marital status, political belief or disability.