



## Job Description Youth Work Coordinator

### 1. General Information

Job Title: Youth Work Coordinator  
 Hours: 14  
 Salary: £24,000 per annum (pro rata)  
 Location: Sikh Sanjog, 17a Graham Street, Edinburgh, EH6 5QN  
 Reporting to: Youth Work Co-ordinator

### 2. Organisational Information

Sikh Sanjog is a local charity which aims to provide a range of quality opportunities for Sikh and other Ethnically and Culturally diverse women and their families which reflect their educational, recreational, cultural and social needs recognizing the potential for lifelong learning and social inclusion. Through a combination of community work, youth work and our Social Enterprise Community Café we aim to address the unmet needs of this group.

### 3. The Role

You will work within a team whose role is to develop and deliver youth work programmes for Young People aged 5 - 25. The delivery will take place in informal youth work environments, the local community, schools and events off site in the surrounding areas such as Leisure centres, government guidance permitting. This is a challenging, but highly rewarding job, which will allow you to make a real difference to the lives of young people.

4. Scope of the job	
Job purpose:	To work alongside the Director to assist and develop, coordinate and deliver a programme of youth work for young people from Ethnic Minority communities.
Key responsibilities:	<ul style="list-style-type: none"> <li>• An understanding of the needs of socially excluded young people, skills to communicate effectively with young people and the ability to motivate and engage them positively.</li> <li>• An ability to work flexibly and manage time effectively in a way that does not impact on the youth work services i.e. holidays to be taken during Easter/Summer etc.</li> <li>• Complete an introduction to youth work or equivalent.</li> <li>• Work within recommended youth work policies (GIRFEC/Child protection)</li> </ul>

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Key Duties:	<ul style="list-style-type: none"> <li>• To work as part of a staff team in the delivery of appropriate programmes for children and young people, e.g. sports, arts and crafts, personal development etc.</li> <li>• To support children and young people to participate in the provision – including planning, development, decision making processes and evaluation.</li> <li>• To work as part of a team providing a safe, secure and stimulating environment for children and young people.</li> <li>• To work as part of a team motivating and supporting children and young people.</li> <li>• To identify local youth and children’s issues and communicate these to Line Manager.</li> <li>• To contribute to monitoring and evaluation of youth and children’s work provision.</li> <li>• To assist trainees/volunteers/sessional workers and the youth work coordinator in contributing to the delivery of the service.</li> <li>• To undertake training as deemed necessary by the Organisation.</li> <li>• Attend relevant meetings as and when required (Leith youth services network etc).</li> <li>• Carry out research and seek out various opportunities for young people e.g. training, events, youth participation</li> </ul>
Reports to :	Director
Key contacts :	Trishna Singh

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