

Job Profile

Post title: Building Young Brixton- Partnership Coordinator

Responsible to: Head of Programmes and Development

Department: Children, Young People and Families

Salary: £27,000- £30,000 pro rata per annum

Hours: 21 hours per week (3 days)

Background

Building Young Brixton

Building Young Brixton (BYB) is a Lambeth based partnership of 6 local youth, community and education specialists, working together to provide a multifaceted service for young people affected by social and financial disadvantages, risk of exclusion and gang involvement across Brixton Town Centre Wards.

Delivering place-based interventions and projects, we support young people to improve outcomes in 6 areas, providing them with key building blocks to support them to become successful, confident and civically engaged individuals: developing social and emotional capabilities; improving engagement in education; preparing for employment and careers; supporting mental well-being; developing positive relationships; increasing civic participation.

The Role of Partnership Coordinator

The BYB Coordinator will act as the linchpin between partners, responsible for ensuring the integration of services, cross- referrals, scheduling meetings and shared activities, brokering multi-agency partnerships, representing BYB at relevant meetings, and supporting partners with project deliverables where necessary.

They will manage, report on, monitor and evaluate the progress of the programme. They will be responsible for engaging the Partnership and its members, and identifying and leveraging the skills, expertise and assets of existing local, institutions and stakeholders. The Coordinator will help maintain an environment of trust and collaboration so that these institutions and stakeholders see the BYB as their own.

They will hold responsibility for BYB communications – ensuring social media and copy publicity including production of articles and project updates is regularly provided for team specific and BYB wide promotional material to allow the partnership to promote its services across the borough and beyond.

A strong understanding of how the BYB services sit within the wider work of the partner organisations and building strong relationships internally, as well as using your excellent communication skills to work within the wider community, is essential to the role.

You may have worked within Youth, Family Services or in a Community setting previously, but more important are the underlying skills of excellent organisation, strong attention to detail, ease of working to clearly set targets and the ability to effectively engage with several programmes at once alongside an excellent understanding of the communities BYB serves.

The role will be managed by High Trees Community Development Trust, the lead partner for BYB. It is expected that as part of the role you will be based across BYB Organisations throughout the week.

Key Accountabilities

- Responsible for scheduling meetings and shared activities, brokering multi-agency partnerships, representing BYB at relevant meetings
- Supporting BYB Partners with paperwork and claims and collating and preparing monitoring and evaluation information and evidence for claims
- Support BYB Partners with achieving London Youth Quality Marks
- Conduct observations and quality assurance checks, feeding back to project workers and Service Manager on areas of improvement
- Support BYB Delivery Plan and update periodically a Quality Improvement Plan and to ensure that accurate monitoring data and returns are produced to meet internal and external standards and deadlines
- Ensure the use of BYB Impact Measurement System is used as a central recording system for all BYB projects, with regular data uploads
- Implement and action a referral management process across BYB for both internal and external referrals that supports and assists the young person on their journey.
- Lead and support where necessary on elements of direct service delivery, including coordination of local BYB forums
- Work to actively promote the service, as per the organisational guidelines, working to produce publicity materials, written reports for regular newsletters and to keep the website updated.
- Coordinate the BYB project budget and management of the BYB shared resources budget across the partnership
- To manage and support the BYB Youth Worker
- Act as a designated Safeguarding Officer, designated First Aider, designated Health and Safety Officer, designated Data Protection Officer ensuring the sessions conform to the aims of BYB and works within the Policies and constitutions of each organisation

Person Specification

The person specification gives an idea of skills, knowledge and experience required to carry out the job. The person specification will be used in the short listing and interview process for this post. You should demonstrate on your application form how you can meet the requirements listed.

Requirements	
Education and Experience	
A minimum of 2 years' experience of working to co-ordinate projects, activities or services within a professional setting	E
Experience of Quality Assurance management	D
Experience within a youth, community or charity setting	D
Line-management experience	D
Experience of implementing policies and procedures	D
Knowledge, Skills and Ability	
Ability to organise and prioritise multiple deadlines and manage routine administrative tasks	E
Strong interpersonal skills at all levels with an ability to negotiate effectively across organisational boundaries	E
An awareness and understanding Equal Opportunities, Data Protection and H&S	E
Spanish Speaking	D
Personal Qualities	
Flexible and adaptable to new situations and able to motivate and inspire others.	E
Able to cope under pressure and accept responsibility to meet goals	E
Willing and available to work outside usual office hours, including evenings and weekends	D