

## **Job Profile Information: Duke of Edinburgh's Award Volunteering Project Coordinator**

This supplementary information for *Duke of Edinburgh's Award Volunteering Project Coordinator* is for guidance and must be used in conjunction with the Job Capsule for JNC support worker Level SCP: 14 – 17

### **Camden Way Category 2**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

#### **Role Purpose:**

The purpose of the role is to work with young people to offer holistic support services that develop their personal and social skills and participation in society. The post holder would be expected to engage groups of young people in weekly volunteering sessions that count towards their Duke of Edinburgh's Award.

#### **Example outcomes or objectives that this role will deliver:**

- To implement a youth volunteering programme that meets the objectives of the DofE Award and embeds accreditation, active citizenship and participation opportunities for young people.
- To use a variety of creative and innovative approaches to engage and enable young people's access to positive volunteering, physical and skilful activities.
- To identify and assess their risk and vulnerability accurately and to develop adequate measures to affectively address these risks.
- In partnership with a wide range of agencies, to deliver effective evidence based group or individual interventions/programme for young people who are at risk of anti-social behaviour / social exclusion and at risk of disengagement from education, training and employment.
- To maintain clear, precise and appropriate records on client information systems, in accordance with local standards and maintain confidentiality and data protection guidelines.
- Utilise effective planning, monitoring and evaluation techniques to assess the quality of the work being delivered, against quality assurance and local and national inspection frameworks, taking action when required to address work that falls below a satisfactory standard.
- Contribute to the development of team/ project/service plans and procedures for the service to ensure these reflect the needs of young people.

- Establish good relationships with young people, in order to identify their needs and ensure their engagement in the planning, organising, delivery and monitoring of the youth work programme.
- The post holder will be required to send out monthly progress reports to Camden schools offering them support with physical, skills and volunteering sections if they need it.
- The post holder will need to highlight any support needs to the DofE Manager so these can be addressed promptly.

### **People Management Responsibilities:**

N/A

### **Relationships;**

- The post holder will be required to liaise and work effectively with various teams and services across the Children Schools and Families department.
- The post holder will also need to develop relationships with external organisations to organise engaging volunteering, physical and skilful sessions.
- Maintaining good working relationships with Camden school staff will be a major part of the role.

### **Work Environment:**

- The role will involve regular delivery of sessions in Camden Youth Centres and may involve delivery outside of Youth Centres if the course requires this.
- The role will also include office based work e.g. planning and other administrative tasks.
- There will also be opportunities to support Duke of Edinburgh's award expeditions.

### **Technical Knowledge and Experience:**

- Substantial experience of working with young people delivering and facilitating workshops/sessions. A youth work or teaching qualification would be a bonus.
- IT literate and experienced in use of computer software such as excel, Microsoft word and outlook.

- Knowledge of data protection, safeguarding and child protection policies and procedures
- The post holder should be a confident communicator that is able to engage and inspire young people.
- Understanding of approaches to young people's development, the purpose and methods of social and informal education and barriers to achievement.
- An understanding of current trends and policies influencing young people's services and integrated working within a multi-agency framework.
- Understanding of the Council's Equal Opportunities Policy and legal requirements for anti-discriminatory practice within all practice.
- A good understanding of evidence and outcome based practices
- Proven ability in engaging with young people, setting and maintaining clear boundaries, building relationships and positively influencing change.
- Proven ability and experience in the delivery of volunteering, campaigning projects or youth sessions for young people aged 13-18. This could include running campaigns that raise awareness or facilitating workshops/sessions.
- The ability to run either skills based or physical activity sessions would be useful in this role e.g. cooking, art projects, gym work or yoga.
- The ability to facilitate the personal and social development of young people through advice, support, guidance and through a programme of activities.
- Ability to assess and identify need, risk and vulnerability and measure to address these.
- Strong skills in developing, planning, monitoring and evaluating a programme of work appropriate to the different needs and abilities and interest of young people in a variety of settings, using different techniques.
- Ability to plan, monitor and evaluate work against national inspection frameworks and national / local performance indicators, and take direct action to address and improve work that does not meet quality standards.
- Ability to take responsibility for planning own work, consistently achieving and delivering to time, and quality despite tight timescales and conflicting priorities'
- Ability to monitor progress and performance of participants and school groups and provide regular feedback.
- The ability to communicate progress to schools and participants, set targets and ensure these are achieved.
- The ability to create a local activity database and sign post young people to appropriate activities to complete their DofE award.
- Commitment to ensuring that council procedures and policies, including legal and good practice duties, valuing diversity etc are followed and implemented at all times.
- Experience of direct work with young people in formal and informal networks i.e. one to one, group work
- Experience of working with young people who are considered to be at risk, this will include young people who are at risk of crime and ASB, NEET, SEND, exploitation etc.
- Experience of assessment, planning and delivering programmes for young people effectively/successfully

- Experience of working with children, adolescents and their families within a diverse community.

### **Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit by clicking [HERE](#)