

Job Profile Information: Detached Team Co-Ordinator

This supplementary information for Detached Co-Ordinator is for guidance for Job Level 4 Zone 1

Camden Way Category 4

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 Detached Team Co-ordinator will be expected to manage, support, develop and supervise on a day-to-day basis a team of youth workers and volunteers to ensure the effective delivery of services to young people.
- To lead and implement detached youth work programmes and schools programme in line with the Service Curriculum and Quality Assurance policies and procedures and to coordinate and deliver programmes of activities for young people.,
- To take responsibilities for ensuring services are delivered in line with local and national standards, ensuring safe, effective and consistent delivery across the team
- To work in partnership with a wide range of services, both local and across Camden.

Example outcomes or objectives that this role will deliver:

- To manage, support and motivate a team of youth workers to ensure the effective delivery of services to young people that meet local and national standards, ensuring that the service provision is complaint and can adapt to legislative requirement relating to young people services.
- To develop a cohesive high performing and empowered team that can adapt and respond to drivers and changing environment and are able to respond to changes triggered by both users and Service needs.
- To 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.
- To lead on the development of team/ project/service plans and procedures to ensure these reflect the needs of young people.
- To identify, lead on and deliver projects within your area, with a view to improving or developing an area of work for the Service and its overall aim of improving outcomes for children and young people
- To increase the number of young people accessing the service, ensuring it works with young people that reflect the borough and local profile, targeting work when appropriate to particular groups.
- To ensure service users are involved in all aspect of the work including in the assessment, planning and delivery of interventions and programmes, ensuring that the service users feedback inform service development and delivery.

- To act as operational lead for the respective team and represent the Service/Council in various forums as required, offering information, advice and data as and when required.
- To undertake all associated administration duties including budget and asset management, completion of reports, supply of statistical / management information and ensuring that Legal duties such as Health and Safety etc. are carried out accordingly for the project works

People Management Responsibilities:

The post holder will be responsible for managing a staff team and have direct management responsibility for approximately 6 staff, taking overall responsibilities for managing performance of the team and service area. In addition, be responsible managing budget.

Relationships:

- The post holder will be expected to communicate at all levels, from front line staff to senior managers and members as and when required.
- The post holder will be working in a multi-agency context receiving and sharing information to safeguard young people.
- The post holder will be required to work closely with a number of key partnership agencies both internal and externally. These include but are not limited to; Youth Offending Services, Police, Social Services, Education Providers, Pathways Accommodation, CAMHS, Voluntary Sector Organisations.

Work Environment:

- The post holder would be based primarily in Camden offices however due to the nature of the work would be expected to be based in a number of locations to best serve the needs of young people in the community.
- This role also involves regularly contact with people, some of whom may at times be challenging and as the manager the post holder would be expected to address any concerns raised in the context of the work.
- In line with this role, you will be expected to work evenings and weekends (at least 2 evenings per week) and work unsociable hours, including attending evening meetings or workshops/seminars at weekends, travelling across the Borough.
- There will be a requirement to develop and deliver residentials with young people which may involve travelling out of London and working away for agreed appropriate periods of time
- The post holder will be required to take responsibility for the compliance with Health and Safety legislation in accordance with the Council and departmental safety arrangements, policies and codes.

Technical Knowledge and Experience:

QUALIFICATIONS

Essential:

Educated to degree level qualification in any of the following professions:

A Degree level JNC recognised Youth Work / Informal and community education

Desirable:

Certificate level management

KNOWLEDGE

- An in-depth knowledge and understanding of legislative framework and policies relating to young people's services, including safeguarding and child protection, health and safety at work etc.
- A good understanding of management theory and practices including performance management system and processes, inspections and quality assurance framework and principle underpinning management of an effective team
- Knowledge of emerging and innovative outcome framework and evidence based practices
- Knowledge and understanding of data security, including data protection, GDPR, information sharing and confidentiality
- A good understanding of multi-agency and partnership working
- An understanding of the personal, social and political development needs of young people living in a multi-cultural inner-city environment
- Appropriate understanding and approach to young people's development.
- Knowledge of detached youth work methodologies

SKILLS

- The ability to lead, motivate and manage a multi-disciplinary staff team in a range of work environment and context.
- Ability to analyse information and data from a range of sources to identify and respond to service and users' needs
- The ability to lead a successful team by effectively identifying and managing all aspects of team and individual's performance
- Demonstrable skills to establish and maintain successful partnerships with a range of stakeholders, developing and delivering joint work to a high quality standard
- Ability to develop, plan, deliver, monitor and evaluate programmes of work appropriate to the different needs, abilities and interests of young people and in negotiation with them.
- Ability to increase the participation rates of young people in your project, reflecting the local and borough profile, targeting resources and revising the curriculum to redress any imbalances.

- Ability to plan, monitor and evaluate the team's work against relevant inspection frameworks and in line with 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 reflect on own practice and to take responsibilities for developing self and others.
- The ability to create an empowered team through reflection, training and development
- Strong administration, building, budget and resources management and the ability to produce regular plans, statistical information, reports, and management information
- The ability to adapt to change and support and motivate staff through a change management process such as reorganisation
- Excellent communication, negotiation and influencing skills, with the ability to effectively engage with a range of audiences
- 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

- Significant post-qualification experience of working with young people within the related fields such as Youth and Community Work.
- Proven experience of leading and managing a diverse team
- Proven experience of working successfully in a multi-agency and in partnership context, sharing information appropriately and sensitively both within and outside the organisation
- Proven experience of successfully managing and deploying resources according to service need
- Proven experience managing of supporting staff and partners to develop and deliver outcome focused service provision
- Experience of planning, monitoring and evaluating work against national inspection frameworks and national / local performance indicators
- Proven experience of working with a substantial degree of autonomy and personal responsibility
- Proven experience of managing, planning, developing, coordinating and delivering programmes of work with young people a detached setting.

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](#)

Chart Structure

