

Job Profile: Youth Employability Coffee Project Coordinator

Salary Range: £31,434 - £36,110

Job Grade: Level 3, Zone 1

This supplementary information for Youth Employability Coffee Project Coordinator is for guidance and must be used in conjunction with the Job Capsule for Job Level 3, Zone 1.

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.

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all. We are committed to giving our young people the best start into adult life, and that includes those who are going through the youth justice system. Children who are involved in offending and have no or little constructive use of time may be more susceptible to further offending. A specifically tailored programme that supports offending children access paid opportunities can support a reduction in reoffending rates, better outcomes for children to access legitimate paid employment, gain qualifications and valuable experience. We are creating a programme that will provide a bespoke, in house opportunity for young people to learn a variety of skills in a supportive environment that will help them on their way to be job ready and divert them away from future offending.

About The Role

The purpose of the role is to create, manage and deliver a coffee trading project for at risk young people and young offenders. The post holder will be passionate about working with young people as well as coffee culture. They will have the ability to construct and produce a programme of work designed to engage and train young people and support them to through a successful transition to be work ready. The main requirements of the role are;

- To engage with young people to support their personal and social development through a process of formal and informal education by assessing their needs, developing and delivering with them appropriate packages of education, skills training and support.

- To implement a training programme aimed at young people with limited work ready skills and additional learning needs to encourage and sustain engagement.
- To lead on the course content and delivery of programmes related to customer service, e-commerce, health and safety and barista training.
- To identify and assess risk and vulnerability accurately and to develop adequate measures to affectively support the assessment and identification of risk.
- To work in partnership to deliver the training programme and work experience 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.
- To liaise effectively with Camden Youth Justice Service (formerly known as the Youth Offending Service) and stakeholders to ensure clear lines of communication are established and used to monitor attendance, behaviour and attainment.
- 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 support 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.

About You

- Qualification or experience relating to youth engagement (e.g. youth work, social work, youth offending, teaching, volunteering etc)
- Good understanding and passion for craft coffee/coffee culture
- Competence in one or more of the following disciplines; customer service, core barista techniques, coffee roasting, coffee machine maintenance etc
- Experience of working in or managing and small / medium sized service enterprise (e.g. café, pop up)
- Experience of training those with limited skills and work experience, particularly young people or people with additional needs
- Experience of working with young people who are considered to be at risk, this will include young people who are at risk of and actively engaged in crime, exploitation and anti-social behaviour (ASB) who are not in education, employment and training (NEET) and with special educational needs and disabilities (SEND), etc.
- Ability to assess and identify needs, including risk and vulnerability and knowledge of measures to address these.
- Ability to design a training programme that can be differentiated for those with varying needs and abilities

- Ability to take responsibility for planning own work, consistently achieving and delivering to time, and quality despite tight timescales and conflicting priorities

Work Environment:

This role will require you to work from the Avalon Project based in Euston with the opportunity to work from home where appropriate. This role will be working with challenging young people, a variety of partners and will have some elements of working as a business therefore may involve working non-social hours including evenings and weekends. This role requires flexibility in order to meet fixed deadlines and competing priorities. The public contact element of this role involves regularly coming into contact with people, some of whom may at times be challenging.

People Management Responsibilities:

No people management responsibilities

Relationships:

Key relationship will be with the Youth Justice Service, engaging with the workers around referrals to the project and also assisting with evaluations and support for the young people they have referred. The postholder will be expected to manage relationships with other professionals linked with the young people which may include social workers, teachers, support workers and health care workers, as well as having some contact with family members or guardians to ensure positive engagement and progression. There will also be an expectation around managing relationships with the local community, patrons of the project and businesses in order to gather support for this enterprise.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile Working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,