

**MOTIV8  
JOB DESCRIPTION**

|                         |  |
|-------------------------|--|
| <b>JOB TITLE:</b>       | Coordinator  |
| <b>RESPONSIBLE TO:</b>  | Manager  |
| <b>RESPONSIBLE FOR:</b> | Support and Senior Workers, Sessional Staff and Volunteers                           |
| <b>PURPOSE OF JOB:</b>  | Lead a Community Based Team and manage the development of a Youth Inclusion Project. |

**SERVICE DELIVERY**

**SPECIFIC DUTIES**

1. To Line Manage a staff team including Support Workers, Sessional Workers, Students and Volunteers. (Coach, advise, support and performance manage)
2. To manage a local Youth Inclusion Project (YIP), YIP Base, IT and other equipment allocated to the team
3. To establish and maintain positive working relationships with local partner agencies and the community. To attend local partnership meetings as Motiv8's representative.
4. Chair the Local YIP Neighbourhood Steering Group.
5. To formulate an annual YIP Action Plan and organise, coordinate, control and review the delivery of the YIP Interventions Programme (1-1 work, small and large group work.)
6. To promote a positive image of Motiv8 and the YIP to young people, parents/carers, partner agencies and the community
7. To manage a small caseload of Young People
8. To contribute to the development of Motiv8's YIP including new innovative services that complement and enhance current delivery

**GENERAL DUTIES**

9. To work within the policies and procedures of MOTIV8.
10. To contribute to the general administration of the office.
11. To take responsibility for the health and safety of yourself and others.
12. To undertake any other duties as reasonably required in line with the individuals capabilities
13. Undertake flexible working with occasional work outside contracted/core hours.

14. To comply with equal opportunities policy of MOTIV8 with reference to clients and staff.
15. To promote equal opportunities within MOTIV8.
16. To maintain confidentiality at all times with MOTIV8 Policies and Procedures.
17. To attend meetings and training as required.
18. To maintain monitoring and recording systems and to supply managers with relevant information.
19. To ensure the positive reflection and promotion of MOTIV8 to outside agencies.
20. To entertain professional standards and promote MOTIV8 services and relationships with external organisations and individuals.
21. To work towards building and developing MOTIV8's services.
22. To be responsible for personal and professional development.
23. To actively pursue routes available for the development and improvement of MOTIV8's standards and services.

## MOTIV8

### PERSON SPECIFICATION

**JOB TITLE:** Coordinator

**RESPONSIBLE TO:** Manager

|   | <b>Essential/<br/>Desirable</b> |
|---|---------------------------------|
| <b>Experience</b>   |                                 |
| Experience of leading and managing a staff team   | E                               |
| Experience of project management (including budgets)  | E                               |
| Experience of leading and working with challenging young people at risk of offending and school exclusion   | E                               |
| Experience of partnership building and building positive relationships with agencies  | E                               |
| Knowledge of agencies within the Children and Young People's Sector including Community Safety, Community Wardens, Youth Offending Team, Police, Social Services, Youth Service and Schools at a local level. | E                               |
| <b>Knowledge</b>  |                                 |
| Issues affecting young people and knowledge of what works in preventing youth offending   | E                               |
| Current legislation and policies relating to youth crime prevention and education   | E                               |
| Project Cycle Management  | E                               |
| Community Development and Community Cohesion  | D                               |
| Knowledge of young people risk factors  | E                               |
| <b>Skills and Abilities</b>   |                                 |
| Excellent Interpersonal Skills  | E                               |
| Excellent Communication Skills (verbal and written)   | E                               |
| Excellent Team Working Skills   | E                               |
| Excellent Problem Solving Skills  | E                               |
| Project Management Skills: Planning, Briefing, Organisation, Coordination, Control, Review and Evaluation   | E                               |
| Flexible Working  | E                               |