

New Routes Integration

Job Description

Job Title:	Youth Projects Coordinator
Location:	Norwich
Reporting to:	Chief Executive Officer
Salary:	£28,556 FTE. £17,134 Pro Rata
Terms:	3 days a week 17 days annual leave, plus Public Holidays. 3% pension contribution by New Routes Integration.

Principle purpose of the post:

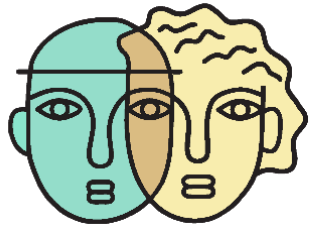
To be responsible for developing, coordinating and delivering New Routes' comprehensive programme of activities for young refugees and asylum seekers in Norwich, including coordinating the New Routes Youth Mentoring Project and other youth activities. The post holder will undertake a range of duties to develop, maintain and promote the service. The New Routes programme of youth activities currently includes:

- The New Routes Youth Mentoring Programme
- Twice-weekly Homework Club (currently online)
- International Families Club (Saturdays, currently on hold due to COVID)
- Weekly girls' empowerment programme
- Weekly mixed martial arts club (currently on hold due to COVID)
- A programme of summer activities

The post holder will work closely with other New Routes staff, partner organisations (including statutory and VCSE sector) and volunteers to ensure that young refugees and asylum seekers in Norwich find community, feel empowered and are supported to reach their full potential. This role works closely with unaccompanied asylum seeking children.

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Key Responsibility Areas

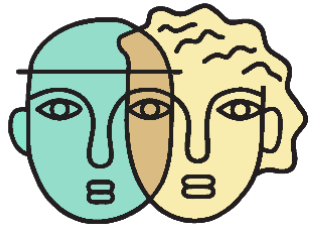
1. Track and report outcomes against targets to CEO on Children In Need funded projects and draft reports to Children In Need.
2. Recruitment of volunteers for youth activities in accordance with the organisation's recruitment process.
3. Recruit and consult mentees for the mentoring project.
4. Support the delivery of ½-day training to all volunteers in refugee and asylum awareness and New Routes induction.
5. Deliver 2-day mentor training to new mentors using Mentoring & Befriending workbook designed to explore the needs of participants.
6. Organise SAFER child protection training for all volunteers aged 18+
7. Mentoring support: Provide on-going support and supervision to youth mentoring partners to enable the maximum benefit from the mentoring programme. Facilitate the beginning and ending of the mentoring relationship including matching mentors with mentees and supporting the relationship. Conduct regular interim monitoring of the mentee-mentor relationship.
8. Provide supervision to mentors at monthly volunteer meetings (Wednesday evenings) and arrange individual feedback sessions.
9. Consult participants of the International Families Club to identify activities and sessional tutor needs.
10. Set up and coordinate weekly family workshop sessions, organising volunteers and sessional tutors.
11. Disseminate information about learning/training/engagement opportunities to participants
12. Organise talks by local service providers / voluntary organisations as appropriate for the workshop

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sessions.

13. Organise team building, confidence raising activities for mentors and mentees and targeted training for mentors as appropriate.
14. Organise and lead family and youth outings as funding allows.
15. Record all data, including all participants' opinions of the scheme, to enable the organisation to monitor the progress of the scheme and evaluate its overall effectiveness.
16. Contribute to, and draft, small funding bids to grant makers for activities relevant to youth projects
17. Contribute to external engagement and outreach, including liaising with local schools, delivering assemblies, and delivering other relevant external training
18. Promote New Routes' youth projects to relevant third parties, including schools and VCSE partners
19. Share the work of New Routes' youth activities via social media.

Other Duties

- To attend bimonthly trustee meetings, and other relevant subgroups as appropriate
- To represent New Routes Integration at local and regional meetings as appropriate
- Provide bi-monthly reports to the board

Compliance and financial management

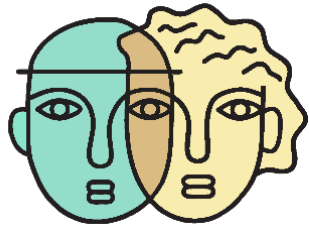
- To carry out all duties in compliance with appropriate procedures, including in the maintenance of records and information

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General requirements

- To ensure adherence to policies and procedures with particular reference to race equality, diversity and Health & Safety policies
- To work in a flexible manner and to be willing to be undertake other duties as reasonably requested
- To provide excellent customer care in dealings with the public

Special conditions of the post

- To be able to work flexibly – including evenings and weekends as required.

This post is subject to an enhanced DBS check.

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