

New Routes Integration

Youth Projects Coordinator Person Specification

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:

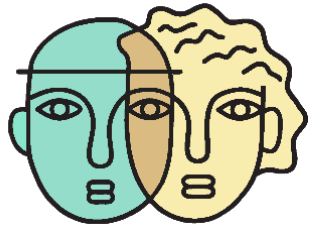
To be responsible for developing, coordinating and delivering New Routes' comprehensive programme of activities for young refugees and asylum seekers in Norwich, including coordinating the New Routes Youth Mentoring Project and other youth activities. The post holder will undertake a range of duties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

Catherine Wheel Opening, Norwich NR3 3BQ.
www.newroutes.org.uk | Tel: 01603 662648
Registered Charity Number 1155270





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Person Specification	Essential or Desirable	Assessment Method
Education and Qualifications		
<ul style="list-style-type: none"> Degree A Levels GCSEs 	D E E	A A A
Experience		
<ul style="list-style-type: none"> Working with young people Understanding of the voluntary sector Awareness of ethnic minority integration and resettlement issues Forming and leading teams of sessional project workers and volunteers Experience working with BME communities 	E E E D E	A/I A/I A/I A/I A/I
Knowledge and Understanding		
<ul style="list-style-type: none"> Diverse cultural awareness 	D	A/I
Skills and Abilities		
<ul style="list-style-type: none"> Good time management essential Communicate effectively with a wide range of people Develop effective client relationships Recognise key issues and problems for vulnerable clients Able to work evenings and weekends 	E E E E D	I I I I I
Ability to manage own workload and work as part of a team	E	I

A = Application form

I = Interview

This post is subject to an enhanced DBS check

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