



Youth Programmes
Mid-Kent Coordinator

RECRUITMENT PACK

LISTEN ● SUPPORT ● EMPOWER

Charity No: 1119528 Company No: 5999166

Youth Programmes District Coordinator Recruitment Pack



Thank you for your interest in this exciting role with the Young Lives Foundation. We trust this pack will tell you everything you need to know to decide whether this might be the role for you.

This pack includes the following:

- Background about the Young Lives Foundation (YLF)
- About this role
- Terms and conditions
- Application process



If you have any questions or queries relating to this role, please contact us on 01622 693459 or email recruitment@ylf.org.uk

About YLF



OUR VISION

We want all young people to live in communities where they are heard, are safe and supported; with opportunities to thrive.



OUR MISSION

We aim to support young people to thrive through highly effective and accessible programmes where they:

- are given a voice, heard and empowered
- are supported by consistent adults through times of challenge and change
- have opportunities and resources to be happy and thrive



The Young Lives Foundation (YLF) is an award winning children's charity in the South East of England with expertise in Advocacy, Mentoring, Befriending and Youth Programmes. We support over 2,700 young people and families each year including those in care, on the edge of care, care leavers, young offenders and young people disengaged in education.





OUR VALUES

At YLF we believe that all staff should be:

- **Passionate.** We are a charity that genuinely cares about young people and is driven by our passion and high standards
- **Stable and Consistent.** We offer long term support and a stable presence in our communities and people's lives
- **Honest with Integrity.** We are transparent and honest with strong moral principles and clear about what we do and why
- **Innovative and Flexible.** We are a 'can do' charity. We are agile and adaptable to change, open to new ways of working with courage and ambition. We learn, grow and offer value
- **Grateful.** We recognise and value the contributions and support of others, always saying thank you for the gifts of time, money and support given to us
- **Respectful.** We treat all people equally and fairly



OUR IMPACT

+10,000

voluntary
hours given
per year

+2,700

vulnerable young
people supported
each year

94%

of young people feel
listened to and
supported

£630k

generated through
fundraising every
year



**DID YOU
KNOW...**

10,000 voluntary hours saves us approx £122,100 every year - every volunteer hour makes a difference!

“You have done an amazing job helping us through a really difficult period, you were a perfect role model we needed to set us on the right path again. I wish every young person could have YLF in their life!!”





STAFF & GOVERNANCE

YLF is governed by a Board of Trustees, supported by the Chief Executive and Senior Leadership Team.

The Chief Executive and Senior Leadership Team are responsible for the outcomes, performance and progress of the charity and management of the staff and volunteer team.

Our YLF team is made up of 30 employees and organised as follows:



Advocacy & Rights	Independent People
Befriending	Accompanying Adults
Children in Care Council	Appropriate Adults



Legends Youth Hubs	Community Mentoring
Corporate Mentoring	School Mentoring



Governance/CEO
HR/Legal/Policy
Finance
Fundraising/Comms



Advocacy & Hardship Funding Support	Care Packs & Campaigns for Care Leavers
Apprenticeships & Training	Mentoring & Transition Support
Peer Support Groups & Alumni Support	Drop-in & Participation opportunities

VOLUNTEERS

Our team of over 200 volunteers are at the very heart of our charity.

They give over 10,000 hours every year, making a huge impact in our community and providing positive outcomes for young people. They help us with...

Mentoring - Befriending - Events - Youth Groups - Support in Custody



FUNDRAISERS & DONORS

YLF aim to raise over £600,000 a year to enable us to continue delivering our youth programmes.

Grant making bodies, businesses, schools and organisations come on board to support the work of the charity. In addition to our partners, we rely on donations from the general public, and also individuals or groups to fundraise for YLF as a fun and gratifying way to raise vital funds and awareness.

There are many ways in which they help, including...

Sponsorship / Grants	Fundraising events and activities
Gifts in kind / Legacies	Friends of YLF
Corporate partnerships	Charity of the Year





WILL

Will has been lucky to have such amazing support from Lisa, which she wanted to continue when he turned 18, and made the transition into becoming a care leaver. Thanks to Lisa's support over the years and confidence building excursions together to the cinema, theatre and bowling, alongside support with interview preparations and CV work, Will has been able to get himself his first paid job upon leaving school!



AJ

AJ joined our Legends programme with a severe phobia of water due to a traumatic event in his past. Over a number of months our team worked with AJ to build up his confidence enough for him to just paddle in shallow water. Soon we progressed to helping him stand up in the swimming pool which he was so proud of. A few weeks later we held a residential trip to Wales where one of the activities was a gorge walk ending in a waterfall. A number of our young people who were strong swimmers opted out of this however AJ took the challenge on not once but three times. We were all so proud of him for overcoming his fear of water and for this phenomenal achievement.



SOPHIE

"I have been a part of YLF since I was put into care. I wasn't able to speak to anyone or go to school and so started attending the YLF groups where I could get out of the house and socialise with other people my own age. I also became a member of the MCYPC and have my very own advocate who is a Legend! YLF soon became like one big family and support network to me. I have grown in confidence and learnt lots of new skills. YLF is my safe place and I don't know where I would be without them."

NATHAN

"My leaving care mentor has helped me settle into independent living. It was a scary thought at first, to live alone, but he was patient and kind and taught me how to budget, cook for myself, get things done and prioritise. I have still got a way to go before I feel fully comfortable with this big change, but with my mentors help I know that I will be there in no time at all. He makes me feel confident in myself and knows how to deal with the things I throw at him. I appreciate this help a lot and don't know what I would do without him."





YOUTH PROGRAMMES DISTRICT COORDINATOR

Reports to: Youth Programmes Manager

Responsible for: Coordination of Youth Programmes

The Role: Coordinate the delivery of meaningful targeted district youth programmes to children and young people aged 8-19, requiring level 2 and 3 support levels.



JOB PURPOSE

The district coordinator is responsible for the overall delivery of youth programmes across the district, including the line management of the district team, ensuring that highly effective and enjoyable youth programmes, including youth groups, holiday activities, overnight adventures and 1-2-1 mentoring support are delivered to young people where they will receive meaningful support and be provided the time, opportunities and resources to thrive.

MAIN RESPONSIBILITIES

- Deliver, review and develop youth programmes that will attract and engage children and young people in need across the district, positively impact on their personal and social development and achieve the overall aims of the programme in line with YLF's mission.
- Develop and maintain relationships with referral agencies and other professional organisations.
- Ensure the service meets its contractual, KPI and funding obligations
- Represent the charity at district level meetings, including safeguarding and fundraising events.
- Provide cover, as required, in order that programmes across the county remain consistent and well attended
- Support the recruitment, onboarding and ongoing support needs of the sessional and volunteer workforce
- Quality assure the delivery of services provided across the district
- Deliver programmes/support that is trauma-informed and actively seeks to reduce the potential of re-traumatisation of participants.
- Ensure the delivery of programmes are inclusive and accessible to young people from differing cultural backgrounds, young people with additional needs, children and young people with physical, learning and developmental disabilities.
- Ensure programmes are risk assessed, with robust measures in place to ensure the health, safety and well-being of participants, including staff and volunteers.
- Ensure young people and other stakeholders co-produce the Programme, ensuring they have input in the design, delivery and evaluation, obtaining very regular feedback utilising a variety of media
- Ensure that programmes participated in, and their associated learning and achievements are appropriately measured, recognised and reported on accordingly in agreed formats.
- To produce quarterly planned reports on take-up, outcomes, impact and satisfaction to YLF management and commissioners/funders.
- Ensure the youth programme is well promoted amongst children and young people, carers and families, schools and within social services via networking and associated promotional activities, and to external funders and supporters.
- Recruit, train, direct, encourage, motivate and support staff and volunteers involved in delivering programmes within agreed timeframes, assuring a rewarding experience for volunteers and excellent volunteer retention.
- To work with YLF district coordinators across the county to assure consistency in programme delivery and collaborative working, providing cover and assistance in other districts as and when required.
- To be fully conversant with the charity's safeguarding procedures and code of conduct ensuring that all staff and volunteers involved in activities are aware of their safeguarding responsibilities and the actions they may need to take

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- To ensure that administration relating to the provision of youth programmes is completed efficiently and that all expenditure is appropriately authorised, monitored and recorded, and within budget
- To ensure programmes offer effective communication and liaison at all times with those who have parental responsibility for children and young people, schools and youth centres
- To ensure that the recording and retention of all personal data complies with GDPR and the Young Lives Foundation's data protection policy
- To participate in regular supervision and appraisals and engage in learning and development opportunities
- To represent the Young Lives Foundation at meetings, conferences, training events, and to give presentations
- To provide cover or additional support for colleagues, as required

GENERAL REQUIREMENTS

- To have flexible availability to meet the needs of service users during service operating hours including evenings and occasional weekends.
- To work within agreed timescales and allocation of hours
- To work within agreed quality frameworks and quality standards
- To take part in supervision and appraisal and to meet on other occasions, as required, with the line manager
- To comply with the YLF Code of Conduct and ensure Safeguarding Policy and Procedures are followed at all times
- To comply with GDPR and Data Protection Policy and Procedures
- To attend staff meetings, as required, including compulsory staff development/training days
- To keep accurate records of any expenditure incurred and to ensure that such expenditure is within agreed limits and has been duly authorised
- To maintain such other records as may be required for the purposes of monitoring, evaluation and review; and to prepare periodic reports
- To develop and maintain effective liaison with referral sources and with other professionals
- To provide cover or additional support for colleagues, as required
- To uphold the values and adhere to the policies and procedures of the Young Lives Foundation
- To undertake such other duties as may, from time to time, be reasonably required

TERMS & CONDITIONS

Location: Mid - Kent

Salary: From £24,164 per annum **Hours:** Full Time - 35 Hours Per Week **Contract:** Permanent

Probation: A period of 6 months

Notice: During the probationary period, 1 week on either side. Following successful completion of the probationary period, one month on either side

The job description and terms and conditions do not form a binding contract and may be changed from time to time to align with the needs of the charity. The job description set out above is intended for guidance only and is not exhaustive. This post is subject to YLF's Safer Recruitment Process, a satisfactory DBS check and a successful probationary period.

OTHER

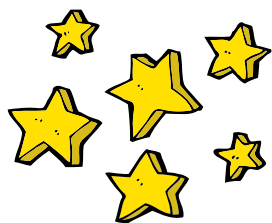
- The District Coordinator is required to work flexible hours, including evenings and weekends and during school holidays, and to be available to lead residential trips.
- Youth groups currently run weekly on evenings most suitable to young people; the successful applicant must be able deliver the groups as required and offer flexibility.
- Applicants must be able to drive and have use of a car for business purposes as there will be a significant amount of travel within and beyond Kent and it will be necessary, on occasions, to transport young people and/or equipment.



PERSON SPECIFICATION

Values and Ethos	<ul style="list-style-type: none"> • A strong commitment to safeguarding young people • An enthusiasm and commitment to our charity values and behaviours • Understanding of a child centered approach to work and co-production • A genuine passion for the wellbeing and development of children and young people in need
Qualifications	<ul style="list-style-type: none"> • A good standard of education • Qualification in Youth Work, Teaching, or Mentoring or be willing to undertake this qualification as part of their training and development
Knowledge and Experience of	<ul style="list-style-type: none"> • Working in the charity / voluntary sector • Working in a professional capacity with children and young people with proven track-record • Issues affecting children living in the care system, care leavers and those who require early help interventions • Principles of youth work and Trauma-Informed practice • Planning and delivering activity / mentoring related programmes for children and young people, including those based at youth hubs, trips in the community and residential trips (overnight adventures away) • Providing informal learning opportunities for children and young people • Safeguarding, risk assessments, health and safety, and working to codes of conduct • Working to targets/performance indicators, monitoring processes and reporting • Effective liaison with other professionals, organisations, parents carers and young people • Co-coordinating and supervising staff and volunteers • Co-production and engaging children and young people in planning/evaluating activities
Skills	<ul style="list-style-type: none"> • Organise and deliver a programme of positive activities that will attract and engage children and young people in need • Ability to motivate, inspire and enable staff, volunteers and children and young people to enjoy and achieve through activity-based learning and personal development opportunities • Promote the benefits of involvement in positive activities to children and young people, their parents/carers, and others concerned with their well-being and development • Co-ordinate and support the work of staff and volunteers, providing leadership and motivation • Plan and manage time and workload efficiently and effectively • Maintain accurate and up-to-date records and manage expenditure within agreed budgets • Work as a team member with all YLF colleagues, attending YLF training and social events • Self-motivated and self-starter with a track record of developing new programmes and ideas, able to use creative and innovative techniques to solve problems and develop initiatives • Work independently, while sharing information and contributing to YLF's strategic goals • Organised and able to prioritise tasks and meet deadlines and able to work efficiently and accurately under pressure
Personal Characteristics	<ul style="list-style-type: none"> • Approachable, non-judgmental and empathic • High level of integrity and reliability • Energy, enthusiasm and sense of humour • Willingness to share in activities with children and young people • Commitment to children and young people's learning and participation • Able to cope under pressure and accept responsibility to meet goals • In sympathy with the overall aims and ethos of the Young Lives Foundation
Other	<ul style="list-style-type: none"> • Commitment to, understanding of, and maintenance of the sensitive nature of our work and values in all communications • Willingness and availability to work flexibly, including evenings, some weekends and school holidays • Commitment to personal and professional development, working to quality standards





A Good Listener

Have at least 1 ear for me



Non-Judgemental

If we are in care does that make us a problem?



Consistent and Stable

Be there for me, stick by me



Contactable

Can I reach you? Will you make time for me?



Understanding

Put yourself in my shoes, don't feel sorry for me



Honest

Don't beat around the bush, just tell me!



Focused

See me for me, I'm not just another number



Realistic

Don't make me a promise you can't keep



Good Timekeeper

It's just good manners!

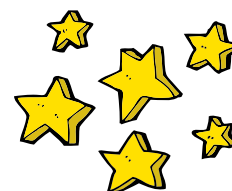
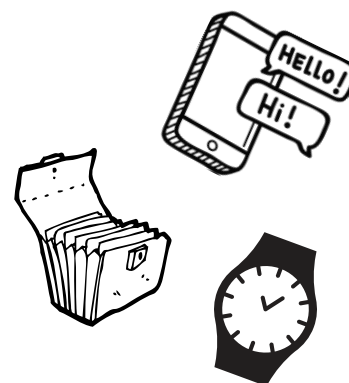


Resourceful

Be creative, the same approach won't always work!



**Do you meet our
Young People's
TOP 10
standards?**



Your benefits



OUR STAFF OFFER

Working at YLF involves taking responsibilities seriously and delivering high quality work, in what can be, a challenging environment. However the role you undertake will be purposeful and rewarding. We offer career development, promote staff wellbeing, and offer family-friendly employment and flexible working. We support all our staff through a programme of personal development, which includes line management, team meetings and supervision. There is a comprehensive induction and training programme for all staff with regular development reviews, annual appraisals and opportunities to give feedback about your role, the charity and its programmes.

We also offer:

- 25 days annual leave plus bank holiday leave
- Access to lifestyle discount scheme
- Access to a pension contributory scheme (5 per cent employer contribution; minimum 3 per cent employee contribution, after 3 months)
- Employment assistance and wellbeing programme
- Death in service benefit
- Flexible working arrangements and supportive culture

The application process



APPLY ONLINE

Closing Date: Friday 23rd May 2025

Interview Dates: TBC

Interviews will consist of an interview exercise with young people and a formal interview with line management

How to Apply:

Please complete and return an application form that can be completed online or downloaded from:

<https://ylf.org.uk/recruitment/>

You will be asked to provide three references as part of the application form

Diversity Statement

YLF is explicitly and actively committed to inclusivity, equality, and reflecting the diversity of the communities served. Nobody involved in YLF's activities will be disadvantaged on the grounds of age, disability, gender, language, race, ethnic origin, sexual orientation, social class, religion, political views, marital status or health matters. The charity promotes equal opportunities for all, not only seeking to challenge all discrimination and encouraging tolerance but also appreciating the value of different cultures and lifestyles. YLF particularly encourage people to apply who are from sections of society that are currently underrepresented. This includes, but is not limited to, people with a disability, and individuals from ethnic minorities. We would also particularly welcome applications from care leavers or individuals with care experience.

Thank you – we look forward to hearing from you





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Stay connected:

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